

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/30/2018		2. CONTRACT NO. (If any) EP-W-14-022		6. SHIP TO:	
3. ORDER NO. 0002		4. REQUISITION/REFERENCE NO. See Schedule		a. NAME OF CONSIGNEE Multiple Destinations	
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS	
				c. CITY	e. ZIP CODE
7. TO: JUDY MANLEY				f. SHIP VIA	
a. NAME OF CONTRACTOR TECHLAW, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 14500 AVION PKY STE 300 (b)(4)				REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if anv. including delivery as indicated.	
d. CITY CHANTILLY		e. STATE VA	f. ZIP CODE 201511108		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE TIFSD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	
<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED	<input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM		<input type="checkbox"/> h. EDWOSB		
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 116211863 TOCOR: Ness Tirol Max Expire Date: 07/22/2021 The purpose of this modification is to obligate funding in the amount of Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$5,130,274.81
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						
	c. CITY Durham			d. STATE NC	e. ZIP CODE 27711		\$5,130,274.81

22. UNITED STATES OF
AMERICA BY (Signature)

23. NAME (Typed)
Ross Miller
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/30/2018	CONTRACT NO. EP-W-14-022	ORDER NO. 0002
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>\$257,000.00 to</p> <p>Option Period 4 (Year 5) of this task order to perform work under all task areas of the Statement of Work. The total amount of funding available for Option Period 4 (Year 5) on this task order has increased by \$257,000.00 from \$0.00 to \$257,000.00.</p> <p>LIST OF CHANGES:</p> <p>Reason for Modification: Funding Only Action</p> <p>Obligated Amount for this Modification: \$257,000.00</p> <p>CHANGES FOR LINE ITEM NUMBER: 5</p> <p>Obligated Amount for this Modification: \$257,000.00</p> <p>Incremental Funded Amount changed from \$0.00 to \$257,000.00</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code:</p> <p>18-T-2AD0P-000DD2-2505-0200LA00-C009-182AHE1075-001</p> <p>Job # (Site/Project) 0200LA00</p> <p>DCN-LineID 182AHE1075-001</p> <p>Amount: \$257,000.00</p> <p>Total Task Order Ceiling Value:</p> <p>\$3,631,624.81</p> <p>(Base Period): \$744,930.20</p> <p>(Option Period 1): \$848,354.61</p> <p>(Option Period 2): \$607,050.00</p> <p>(Option Period 3): \$707,482.00</p> <p>(Option Period 4): \$723,808.00</p> <p>Total Task Order Funded Amount:</p> <p>\$3,010,720.71</p> <p>(Base Period): \$658,930.20</p> <p>(Option Period 1): \$848,354.61</p> <p>(Option Period 2): \$517,953.90</p> <p>(Option Period 3): \$642,482.00</p> <p>(Option Period 4): \$257,000.00</p> <p>Allocated Funding: \$86,000.00 (Base Period)</p> <p>Continued ...</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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DATE OF ORDER 07/30/2018	CONTRACT NO. EP-W-14-022	ORDER NO. 0002
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 Period of Performance: 10/26/2014 to 07/22/2019</p> <p>Base Period (Year 1) Option Period Ceiling Amount: \$744,930.20 Requisition No: PR-OSWER-15-00014, PR-OSWER-15-00123, PR-R2-15-00407, PR-SRRPOD-16-00036</p> <p>Delivery Location Code: R2 NJ R2 NJ US Environmental Protection Agency 2890 Woodbridge Ave, Building 209 Edison NJ 08837-3679 USA Amount: \$744,930.20 Accounting Info: 14-T-72BS-303DD2-2505-HQ00LA00-1472BS5 051-001 BFY: 14 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1472BS5051-001 Funding Flag: Partial Funded: \$0.00 Accounting Info: 15-T-72BS-303DD2-2505-HQ00LA00-1572BS5 001-001 BFY: 15 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1572BS5001-001 Funding Flag: Partial Funded: \$178,441.20 Accounting Info: 15-T-72BS-303DD2-2505-HQ00LA00-1572BS5 015-001 BFY: 15 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1572BS5015-001 Funding Flag: Partial Funded: \$382,570.60 Continued ...</p>				744,930.20	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$744,930.20

ORDER FOR SUPPLIES OR SERVICES
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/30/2018	CONTRACT NO. EP-W-14-022	ORDER NO. 0002
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Accounting Info: 15-T-02P-303DD2XW2-2505-1502HE1237-001 BFY: 15 Fund: T Budget Org: 02P Program (PRC): 303DD2XW2 Budget (BOC): 2505 Job #: 0200BM00 DCN - Line ID: 1502HE1237-001 Funding Flag: Partial Funded: \$19,891.75 Accounting Info: 15-T-02P-303DC6XW2-2505-0200BM00-1502H E1218-001 BFY: 15 Fund: T Budget Org: 02P Program (PRC): 303DC6XW2 Budget (BOC): 2505 Job #: 0200BM00 DCN - Line ID: 1502HE1218-001 Funding Flag: Partial Funded: \$0.00 Accounting Info: 15-T-02P-303DC9XW2-2505-0200BM00-1502H E1218-003 BFY: 15 Fund: T Budget Org: 02P Program (PRC): 303DC9XW2 Budget (BOC): 2505 Job #: 0200BM00 DCN - Line ID: 1502HE1218-003 Funding Flag: Partial Funded: \$32,378.00 Accounting Info: 15-T-72BS-303DD2-2505-HQ00LA00-1572BS5 046-001 BFY: 15 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1572BS5046-001 Funding Flag: Partial Funded: \$45,648.65 LOE Hours: 15948 10/26/2014 - 10/13/2015 0002 Option Period 1 (Year 2) Option Period Ceiling Amount: \$848,354.61 Requisition No: PR-OLEM-16-00016, PR-OLEM-16-00047, PR-OLEM-16-00095, PR-OSWER-15-00504, PR-OSWER-16-00007, PR-OSWER-16-00068, PR-R2-15-00364, PR-R2-15-00404, PR-R2-16-00314, PR-SRRPOD-16-00183 Delivery Location Code: R2 NJ Continued ...				848,354.61	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$848,354.61	

ORDER FOR SUPPLIES OR SERVICES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/30/2018	CONTRACT NO. EP-W-14-022	ORDER NO. 0002
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	R2 NJ US Environmental Protection Agency 2890 Woodbridge Ave, Building 209 Edison NJ 08837-3679 USA Amount: \$848,354.61 Accounting Info: 15-T-02P-303DC6XW2-2505-1502HE1218-001 BFY: 15 Fund: T Budget Org: 02P Program (PRC): 303DC6XW2 Budget (BOC): 2505 Job #: 0200BM00 DCN - Line ID: 1502HE1218-001 Funding Flag: Partial Funded: \$11,950.00 Accounting Info: 15-T-02P-303D72XW2-2505-1502HE1218-002 BFY: 15 Fund: T Budget Org: 02P Program (PRC): 303D72XW2 Budget (BOC): 2505 Job #: 0200BM00 DCN - Line ID: 1502HE1218-002 Funding Flag: Partial Funded: \$19,000.00 Accounting Info: 15-T-02P-303DC9XW2-2505-1502HE1218-003 BFY: 15 Fund: T Budget Org: 02P Program (PRC): 303DC9XW2 Budget (BOC): 2505 Job #: 0200BM00 DCN - Line ID: 1502HE1218-003 Funding Flag: Partial Funded: \$1,272.00 Accounting Info: 15-T-72BS-303DD2-2505-1572BS5046-001 BFY: 15 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1572BS5046-001 Funding Flag: Partial Funded: \$0.00 Accounting Info: 14-TD-02P-303DD2XW2-2505-1502HE1236-00 1 BFY: 14 Fund: TD Budget Org: 02P Program (PRC): 303DD2XW2 Budget (BOC): 2505 Job #: 0200BM00 DCN - Line ID: 1502HE1236-001 Funding Flag: Partial Funded: \$1,365.00 Accounting Info: Continued ...					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/30/2018	CONTRACT NO. EP-W-14-022	ORDER NO. 0002
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	14-TD-02P-303DD2-2505-1502HE1236-002 BFY: 14 Fund: TD Budget Org: 02P Program (PRC): 303DD2 Budget (BOC): 2505 Job #: 0200BM00 DCN - Line ID: 1502HE1236-002 Funding Flag: Partial Funded: \$4,659.00 Accounting Info: 16-T-72BS-303DD2-2505-HQ00LA00-1672BS5 001-001 BFY: 16 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1672BS5001-001 Funding Flag: Partial Funded: \$130,000.00 Accounting Info: 16-T-72BS-303DD2-2505-HQ00LA00-1672BS5 012-001 BFY: 16 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1672BS5012-001 Funding Flag: Partial Funded: \$90,000.00 Accounting Info: 16-T-72BS-303DD2-2505-HQ00LA00-1672BS5 018-001 BFY: 16 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1672BS5018-001 Funding Flag: Partial Funded: \$190,000.00 Accounting Info: 16-T-72BS-303DD2-2505-HQ00LA00-1672BS5 029-001 BFY: 16 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1672BS5029-001 Funding Flag: Partial Funded: \$312,516.30 Accounting Info: 15-T-72BS-303DD2-2505-HQ00LA00-1572BS5 001-001 BFY: 15 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1572BS5001-001 Funding Flag: Partial Continued ...					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

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SCHEDULE - CONTINUATION

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/30/2018	CONTRACT NO. EP-W-14-022	ORDER NO. 0002
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Funded: \$1,558.80 Accounting Info: 15-T-72BS-303DD2-2505-HQ00LA00-1572BS5 015-001 BFY: 15 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1572BS5015-001 Funding Flag: Partial Funded: \$267.40 Accounting Info: 15-T-02P-303DD2XW2-2505-0200BM00-1502H E1237-001 BFY: 15 Fund: T Budget Org: 02P Program (PRC): 303DD2XW2 Budget (BOC): 2505 Job #: 0200BM00 DCN - Line ID: 1502HE1237-001 Funding Flag: Partial Funded: \$2,771.90 Accounting Info: 15-TD-72BS-303DD2-2505-1672BS5039-001 BFY: 15 Fund: TD Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1672BS5039-001 Funding Flag: Partial Funded: \$39,722.55 Accounting Info: 16-T-72BS-303DD2-2505-1672BS5039-002 BFY: 16 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1672BS5039-002 Funding Flag: Partial Funded: \$8,045.11 Accounting Info: 16-T-02P-303DD2XW2-2505-1602HE1157-001 BFY: 16 Fund: T Budget Org: 02P Program (PRC): 303DD2XW2 Budget (BOC): 2505 Job #: 0200BM00 DCN - Line ID: 1602HE1157-001 Funding Flag: Partial Funded: \$35,226.55					
0003	Option Period 2 (Year 3) Option Period Ceiling Amount: \$607,050.00 Requisition No: PR-SRRPOD-17-00254 Continued ...				607,050.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$607,050.00

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DATE OF ORDER 07/30/2018	CONTRACT NO. EP-W-14-022	ORDER NO. 0002
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Delivery Location Code: R2 NJ R2 NJ US Environmental Protection Agency 2890 Woodbridge Ave, Building 209 Edison NJ 08837-3679 USA Amount: \$607,050.00 Accounting Info: 17-T-72BS-303DD2-2505-HQ00LA00-1772BS5 002-001 BFY: 17 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1772BS5002-001 Funding Flag: Complete Funded: \$170,688.91 Accounting Info: 15-T-02P-303DD2XW2-2505-0200BM00-1502H E1237-001 BFY: 15 Fund: T Budget Org: 02P Program (PRC): 303DD2XW2 Budget (BOC): 2505 Job #: 0200BM00 DCN - Line ID: 1502HE1237-001 Funding Flag: Complete Funded: \$2,336.35 Accounting Info: 16-T-72BS-303DD2-2505-HQ00LA00-1672BS5 029-001 BFY: 16 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1672BS5029-001 Funding Flag: Complete Funded: \$153.70 Accounting Info: 16-T-72BS-303DD2-2505-HQ00LA00-1672BS5 039-002 BFY: 16 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1672BS5039-002 Funding Flag: Complete Funded: \$1,843.14 Accounting Info: 16-T-02P-303DD2XW2-2505-0200BM00-1602H E1157-001 BFY: 16 Fund: T Budget Org: 02P Program (PRC): 303DD2XW2 Budget (BOC): 2505 Job #: 0200BM00 DCN - Line ID: 1602HE1157-001 Funding Flag: Complete Continued ...					

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\$0.00

ORDER FOR SUPPLIES OR SERVICES
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/30/2018	CONTRACT NO. EP-W-14-022	ORDER NO. 0002
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0004	<p>Funded: \$25,075.20</p> <p>Accounting Info:</p> <p>17-T-72BS-303DD2-2505-HQ00LA00-1772BS5</p> <p>016-001 BFY: 17 Fund: T Budget Org:</p> <p>72BS Program (PRC): 303DD2 Budget</p> <p>(BOC): 2505 Job #: HQ00LA00 DCN -</p> <p>Line ID: 1772BS5016-001</p> <p>Funding Flag: Complete</p> <p>Funded: \$239,891.30</p> <p>Accounting Info:</p> <p>17-T-72BS-303DD2-2505-HQ00LA00-1772BS5</p> <p>035-001 BFY: 17 Fund: T Budget Org:</p> <p>72BS Program (PRC): 303DD2 Budget</p> <p>(BOC): 2505 Job #: HQ00LA00 DCN -</p> <p>Line ID: 1772BS5035-001</p> <p>Funding Flag: Complete</p> <p>Funded: \$77,965.30</p> <p>LOE Hours: 14665</p> <p>10/14/2016 - 10/13/2017</p> <p>Option Period 3 (Year 4)</p> <p>Option Period Ceiling Amount: \$707,482.00</p> <p>Requisition No: PR-R2-18-00078,</p> <p>PR-R2-18-00228, PR-SRRPOD-18-00025</p> <p>Delivery Location Code: R2 NJ</p> <p>R2 NJ</p> <p>US Environmental Protection Agency</p> <p>2890 Woodbridge Ave, Building 209</p> <p>Edison NJ 08837-3679 USA</p> <p>Amount: \$707,482.00</p> <p>Accounting Info:</p> <p>17-T-72BS-303DD2-2505-HQ00LA00-1772BS5</p> <p>035-001 BFY: 17 Fund: T Budget Org:</p> <p>72BS Program (PRC): 303DD2 Budget</p> <p>(BOC): 2505 Job #: HQ00LA00 DCN -</p> <p>Line ID: 1772BS5035-001</p> <p>Funding Flag: Partial</p> <p>Funded: \$165,041.58</p> <p>Accounting Info:</p> <p>17-T-02P-303DC6XW2-2505-1702HE1147-002</p> <p>BFY: 17 Fund: T Budget Org: 02P</p> <p>Program (PRC): 303DC6XW2 Budget</p> <p>(BOC): 2505 Job #: 0200BM00 DCN -</p> <p>Line ID: 1702HE1147-002</p> <p>Continued ...</p>				707,482.00	

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\$707,482.00

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DATE OF ORDER 07/30/2018	CONTRACT NO. EP-W-14-022	ORDER NO. 0002
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Funding Flag: Partial Funded: \$60,000.00 Accounting Info: 17-T-72BS-303DD2-2505-HQ00LA00-1772BS5 016-001 BFY: 17 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1772BS5016-001 Funding Flag: Partial Funded: \$48,591.60 Accounting Info: 17-T-72BS-303DD2-2505-HQ00LA00-1772BS5 002-001 BFY: 17 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1772BS5002-001 Funding Flag: Partial Funded: \$16,668.09 Accounting Info: 17-T-72BS-303DD2-2505-HQ00LA00-1772BS5 046-001 BFY: 17 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1772BS5046-001 Funding Flag: Partial Funded: \$113,000.00 Accounting Info: 18-T-2AD0P-000DD2-2505-0200LA00-C009-1 82AHE1018-001 BFY: 18 Fund: T Budget Org: 2AD0P Program (PRC): 000DD2 Budget (BOC): 2505 Job #: 0200LA00 Cost: C009 DCN - Line ID: 182AHE1018-001 Funding Flag: Partial Funded: \$95,000.00 Accounting Info: 18-T-2AD0P-000DD2-2505-0200LA00-C009-1 82AHE1042-001 BFY: 18 Fund: T Budget Org: 2AD0P Program (PRC): 000DD2 Budget (BOC): 2505 Job #: 0200LA00 Cost: C009 DCN - Line ID: 182AHE1042-001 Funding Flag: Partial Funded: \$144,180.73 LOE Hours: 14665 Continued ...					

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\$0.00

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/30/2018	CONTRACT NO. EP-W-14-022	ORDER NO. 0002
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0005	07/23/2017 - 07/22/2018 Option Period 4 (Year 5) Option Period Ceiling Amount: \$723,808.00 Requisition No: PR-R2-18-00506 Delivery Location Code: R2 NJ R2 NJ US Environmental Protection Agency 2890 Woodbridge Ave, Building 209 Edison NJ 08837-3679 USA Amount: \$723,808.00 Accounting Info: 18-T-2AD0P-000DD2-2505-0200LA00-C009-1 82AHE1075-001 BFY: 18 Fund: T Budget Org: 2AD0P Program (PRC): 000DD2 Budget (BOC): 2505 Job #: 0200LA00 Cost: C009 DCN - Line ID: 182AHE1075-001 Funding Flag: Complete Funded: \$257,000.00 LOE Hours: 14665 10/14/2018 - 10/13/2019				723,808.00	
0006	Award Term 1 (Year 6) (Option Line Item) Delivery Location Code: R2 NJ R2 NJ US Environmental Protection Agency 2890 Woodbridge Ave, Building 209 Edison NJ 08837-3679 USA Amount: \$740,134.00 LOE Hours: 14665 10/14/2019 - 10/13/2020				740,134.00	
0007	Award Term 2 (Year 7) (Option Line Item) Delivery Location Code: R2 NJ R2 NJ US Environmental Protection Agency 2890 Woodbridge Ave, Building 209 Edison NJ 08837-3679 USA Continued ...				758,516.00	

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\$2,222,458.00

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DATE OF ORDER
07/30/2018

CONTRACT NO.
EP-W-14-022

ORDER NO.
0002

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Amount: \$758,516.00 LOE Hours: 14665 10/14/2020 - 10/13/2021					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

STATEMENT of WORK
October 26, 2014 – October 13, 2021
LABORATORY and ANALYTICAL SUPPORT
(SUPERFUND)
Contract # EP-W-14-022
Task Order # 02
Revision 0

Purpose

The Contractor shall provide analytical and laboratory support to the Region 2 Laboratory in support of the Superfund program. The Region 2 Laboratory is committed to producing environmental data of known quality, adequate for its intended use and to thoroughly document all aspects of the data generation. The documentation shall be verifiable and defensible. All activities performed under this task order (TO) will be in accordance with the USEPA R2 Laboratory Quality Management Plan (LQMP) and all applicable standard operating procedures (SOPs).

Overview

Support under this TO is limited to the activities associated with samples from Superfund sites. As such, the Contractor shall track tasks which are defined as site specific or task specific. The Contractor shall track the status of the tasks, labor hours, and costs.

Dilutions and reanalyses of samples are not counted as separate samples. For cost estimating purposes, the Contractor should assume the following number of samples will be received and/or analyzed during the task order period of performance. The estimates provided per period of performance may change due to Government priorities.

Requested deliverables may change based on Regional SOPs or requirements.

Laboratory Support - OSCAR Operations:

The Contractor shall provide administrative and laboratory support for the operation of Region 2's Official Sample Control and Repository (OSCAR) Station and the Laboratory Information Management System (LIMS).

Analytical Support - Analytical Services:

The Contractor's shall perform qualitative and quantitative analyses of samples for EPA Region 2. Method development and testing, statistical and data management, and Quality Assurance/Quality Control (QA/QC) activities are associated with the analysis of environmental samples and the production of data of known quality and properly documented quality. For projects with a turnaround time (TAT) greater than fourteen (14) days, the Contractor shall be required to submit deliverables one (1) business day before the due date as indicated on the Project Status Report. For all other TATs, the TOCOR will specify the deliverable dates via Technical Direction (TD) Form or e-mail. The TD and/or email will specify the necessary information relating to analytical services and due dates.

Contracting Officer's Representatives

The individuals listed below are authorized representatives of the Contracting Officer (CO) for this task order. These individuals may issue perform Contracting Officer Representative (COR) functions as

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described in the contract clauses *Technical Direction* (EPAAR 1552.237-71) and *Authorized Representative of the Contract-Level COR* (EPA-G-42-102).

TASK#	DESCRIPTION	Task Manager (TM)
	Invoice Approval	Kim Brandon-Bazile (COR)
		Sergio Lopez (Alternate COR)
1	Task Order Management and General Administration	Ness Tirol (TOCOR)
2	Laboratory Support	Ness Tirol
3	Analytical Support - Laboratory Sample Analyses	Ness Tirol
4	QA/QC Support	Ness Tirol
5	Training	Ness Tirol

Option Periods/Award Terms

This task order contains option periods that the Government may exercise via unilateral task order modification by providing written notification to the Contractor of its intent to exercise the option period at least 60 days in advance of the end of the current effective period. Providing this written notice does not commit the Government to exercise the option. If the Government failed to provide written notice within that time, the Government may exercise the option via bilateral task order modification. Task order option periods may only be exercised within the effective period of the contract. If a contract-level option period or award term is not exercised, task order option periods may not be exercised beyond the final date of the contract period of performance.

The period of performance of this task order, inclusive of all option periods is:

Period of Performance	
Base Period	October 26, 2014 – October 13, 2015
Option Period 1	October 14, 2015 – October 13, 2016
Option Period 2	October 14, 2016 – October 13, 2017
Option Period 3	October 14, 2017 – October 13, 2018
Option Period 4	October 14, 2018 – October 13, 2019
Award Term 1	October 14, 2019 – October 13, 2020
Award Term 2	October 14, 2020 – October 13, 2021

TASK 1 - TASK ORDER MANAGEMENT AND GENERAL ADMINISTRATION

No work shall commence on a project until it is determined by the Contractor if there is a conflict of interest (COI). In the instance of actual or potential COI, the Contractor shall notify the Contract-Level COR and CO prior to commencement of any work. The CO will instruct the Contractor whether or not to proceed with the work.

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The Contractor's Team management and designees shall meet with the COR, TOCOR(s) and other designated EPA representatives biweekly or as needed, to update EPA on the status of tasks, completion schedules and to address any relevant technical issues pertaining to the TO.

The Contractor shall submit all deliverables under this TO to the TOCOR(s) with a cover letter identifying each document submitted or task completed.

Each assignment and costs shall be tracked separately and the internal administrative and management activities necessary to perform the services required by this TO shall be included in these costs. The Contractor shall break out from their weekly and monthly activity report the description of the work accomplished under this.

The Contractor shall maintain a database containing information as it relates to this program for work performed as described in each task, and analytical costs by parameter (e.g. VOA, Semi-VOA, Metals, cyanide, etc.).

The Contractor shall provide the costs for performing specific types of analyses and sample preparation on a monthly basis in the Monthly Financial Report. This information should include costs for sample handling and management associated with each type of task performed. The sample handling and/or sample management costs shall include costs for sample handling, log-in/storage, tracking, reporting, and disposal.

The Contractor shall review all deliverables following the protocols specified in the SOPs used to generate the deliverable. The reviewer must have sufficient technical competence to be able to understand all aspects of the document to be reviewed and to have not been significantly involved in the generation of the data and the preparation of the deliverable. The reviewer shall assure each deliverable is accurate, technically sound and free from transcription errors. If such a review cannot be performed on any deliverable, the Contractor shall notify the COR and the TOCOR prior to the submission of the deliverable.

The Contractor shall immediately notify the COR and the TOCOR as soon as it is determined that a schedule for the completion of any task or submission of any deliverable may not be met. This notification shall be submitted via e-mail with justification and revised completion dates for the approval of the TOCOR, COR/Alternate COR and/or the Contracting Officer (CO). If a deliverable cannot be submitted by the deliverable completion date, the TOCOR and COR/Alternate COR must be notified at least two (2) business days prior to the completion date.

This Statement of Work is subject to change based on changing priorities and workload fluctuations. The Contractor may be required to make changes to accommodate the Agency's changing needs. The Agency shall revise the SOW as necessary and the Contractor shall have the opportunity to provide a revised cost estimate at that time.

The Contractor shall notify the CO and COR when 85% of funding for this TO has been expended.

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Deliverables:

The Contractor shall submit to the COR and the TOCOR weekly reports with narratives of all current contract activities, including administrative and management highlights. Each table and/or report should identify activities by TO, Technical Direction (TD) Number, and/or other identifier. The reports shall be submitted electronically on Wednesday for the preceding weekly period.

The weekly reports should include:

- ongoing, suspended, cancelled, work, and completed activities;
- task type, start date, due date, and completion date;
- number of samples, estimated hours expended, estimated cumulative hours and staff name;
- expended hours (if applicable, estimated hours should be noted and reference the affected activity; and
- cumulative totals for each of the above categories.

The monthly report at a minimum should include the aforementioned information and:

- Total hours, dollars, travel and ODC costs;
- funding ceiling and percentages utilized in each category (i.e. hours, dollars, ceilings, etc); and,
- Cumulative totals for each of the above categories (i.e. hours, dollars, etc)

TASK 2 - LABORATORY SUPPORT

TASK 2.1: Laboratory Support - OSCAR Operations

The Contractor shall provide support for operation of the Region's OSCAR Station and the LIMS as per the applicable SOPs (eg, OSCAR, Waste Disposal, etc.) and the Region 2 LQMP.

It is estimated that **6,500** samples will be accepted for each period of performance.

The Contractor shall ensure that all personnel performing work under this task area shall be appropriately trained to perform the activities as specified in the SOP.

- The Contractor must have staff available between 7am ET and 6pm ET who can perform sample receipt, as well as sample log-in.
- The Contractor shall receive samples at the OSCAR station and notify the TOCOR or designee of sample receipt.
- The Contractor will open and remove samples from coolers and verify sample receipt against chain-of-custody (COC) and field data sheets.
- If any sample shipment is received with a broken chain of custody seal(s), with broken or leaking vials or bottles, or with missing samples, the Contractor will immediately notify the TOCOR.
- The Contractor will add sample number and project number to each bottle with appropriate label. Sign the COC, adding date and time of receipt in accordance with the OSCAR SOP.

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- The Contractor will maintain an OSCAR Project Tracking Log and an OSCAR Sample Tracking Log in either hard copy or electronic format. If an electronic version is used, steps must be taken to secure the electronic file and create a daily backup.

Support functions will include receipt and logging of samples for analysis, and maintenance of sample related documentation, including chain of custody records. In addition, the Contractor shall enter analytical data into the LIMS, use the LIMS to generate reports, and archive data files.

The Contractor shall provide administrative support for the operation of the LIMS. Support will include but not be limited to “Analysis Codes” maintenance and creation, archiving, calculation codes, generating and creating reports, and general LIMS administration.

The Contractor shall monitor and record oven temperatures, refrigerator temperatures and balance performance on a daily basis or as required by applicable SOPs.

The Contractor shall record, organize, label, copy and file records pertaining to Superfund projects. The Contractor shall also maintain documents and records pertinent to project completion. The Contractor shall dispose of all Region 2 Laboratory (US EPA and ESAT) waste generated during the extraction, preparation, and analysis of environmental samples as well as complete the hazardous waste forms for various wastes. It is estimated that the waste should be disposed of at a minimum of twelve (12) times per year (twenty-four times per year for organic waste).

The Contractor shall also dispose of environmental samples received by the Region 2 Laboratory for analyses.

All environmental waste and samples must be disposed of in accordance with the Region 2 LQMP and applicable SOP.

The Contractor shall maintain the chemical inventory database for the Region 2 Laboratory.

TASK 2.2 - Glassware Washing

The Contractor shall perform the laboratory glassware washing in accordance with rigid, Regional QA/QC requirements specified in the applicable SOPs. The Contractor shall complete all washing, drying and preparation activities and place clean glassware in the designated storage areas within time frames that assure an adequate inventory of clean glassware. Glassware cleaning, washing, and soaking procedure may require the handling and/or use of concentrated and/or diluted acids (e.g., Hydrochloric Acid, Sulfuric Acid) or bases (e.g., Sodium Hydroxide, Hydrogen Peroxide). The use and operation of commercial dishwashers and hot-air ovens are required. The use of baking ovens is required for Organic Analysis glassware only. Perform daily/monthly, or as needed, preventive maintenance of the washer unit. Glassware residue pH check must be performed once daily on a piece of glassware from a completed wash cycle by the Bromothymol blue method.

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TASK 2.3 - Chemical Inventory

The Contractor shall provide support in defining chemical inventory process with EPA staff and shall attend meetings (2 ESAT staff members) when called to discuss the chemical inventory process. This support should include but is not limited to identifying and documenting all chemical information to the Chemical Inventory System, coming in and deleting expired standards and chemicals that will provide the information to all sections and departments, investigators and others responsible for preparing hazardous materials inventories for compliance with regulations.

Deliverables:

The content, format, and schedule of deliverables are specified in the current OSCAR SOP.

Deliverables include, but are not limited to:

- Sample Receipt form,;
- Final LIMS report; and,
- Sample LIMS status reports (Active Project List).

The Contractor shall clean and dry the sample coolers for return. Only coolers with pre-labeled labels will be returned. The coolers recipient should be charged for shipping fees.

TASK 3 - ANALYTICAL SUPPORT - LABORATORY SAMPLE ANALYSES

Task 3.1 - Analytical Support - Laboratory Sample Analyses

The Contractor shall analyze environmental samples consisting of a wide variety of media for organic and inorganic analytes/parameters including but not limited to volatile and semi-volatile organic compounds, pesticides/PCBs, trace metals, wet chemistry analytes/parameters and other inorganic analytes. New methods and parameters not covered by current standard operating procedures (i.e., Gasoline Range Organics by GC) shall be added as needed. New methods will be identified by TD and will address a wide variety of media for organic, inorganic, biology and wet chemistry analytes/parameters. Sample analyses shall include qualitative and/or quantitative analysis, as well as sample preparation, extraction, digestion, distillation, measurement, data reduction, data review and reporting as applicable.

The contractor shall analyze environmental samples for analytes/parameters (but not limited to) those listed under the section SOPs and Guidance Documents Reference Available to the Contractor.

Samples will be assigned to the contractor for analysis by means of TD. The TD shall specify the site name, account number, expected number of samples, analyses requested, sample matrices, anticipated date of sample receipt and estimated completion date.

All analytical data shall be properly documented and all analytical and technical procedures shall be covered by SOPs or other appropriate form of documentation. The contractor shall perform the assigned

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sample analyses in accordance with the appropriate SOPs. In the event that unforeseen circumstances require deviation from the technical procedures contained in the SOPs, alternate technical instructions will be provided in writing by means of the TD.

The contractor must maintain and provide to the TOCOR documentation of the completion of initial and continuing demonstrations of capability (DOC), performance test (PT) samples and Method Detection Limits (MDLs) for all analytical work performed in a timely manner as per the Region 2 LQMP. MDL studies shall be performed when there is new instrumentation or a significant change in methodology, as per the Region 2 LQMP and appropriate SOP.

Please note that all policies within the Region 2 LQMP must be followed.

TASK 3.2 - Acceptance Criteria for Analytical Support

The environmental data generated and reported shall be of known quality, adequate for its intended use and thoroughly documented. All deliverables shall be submitted to the TOCOR within the time frame specified below. All assigned tasks shall be completed within the allocated level of effort as specified in the Government Quality Assurance Surveillance Plan (QASP.) All required QA demonstrations and determinations shall be documented by the contractor and submitted to the TOCOR within the time frames specified below.

The quality of the data shall be determined by the compliance with all QA/QC criteria specified in the technical documentation and guidance used by the contractor. Documentation that the samples were analyzed correctly must exist. Examples are:

- Sample response of instruments within calibration range;
- Data to show appropriate method used - sample matrix spike recovery data, method detection limits, etc.;
- Identification of standards used during analysis;
- Quality control data for each batch of analyses; and,
- Documentation of contractor peer review of results.

Adequacy of the data for its intended use shall be evaluated based upon conformance with criteria specified in the SOPs or TDs. Examples are:

- Data reported conforms to the SOP/Method reporting limits;
- Special instructions in TD are carried out appropriately; and,
- Special reporting limits specified on in TD are attained.

The Contractor shall document all work performed in accordance with the protocols specified in the current Region 2 LQMP, SOPs, and National Environmental Laboratory Accreditation Conference (NELAC) Standards (or current accreditation standards). All documentation must be adequate with respect to completeness and reproducibility.

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Analytical deliverables (e.g. complete data package) shall be submitted to the TOCOR one (1) business day prior to the due date listed on the Project Status Report. The contractor DOC, MDL and PTS for all analytical work performed shall be performed according to the current LQMP and NELAC standards

Documentation:

The TO activities as defined to be performed using the basic methods and technical procedures described in the following documents. The list may not be all inclusive. For example, biological analyses/functions may be performed by the Contractor.

In addition to the SOP mentioned below, the following documents must be adhered to:

Region 2 Laboratory Quality Management Plan
Current NELAC Standards
All General and Supporting SOPs such as but not limited to:

EPA-SOP-G-6	Waste Disposal
EPA-SOP-G-7	Laboratory Information Management
EPA-SOP-G-9	Logbook Establishment and Maintenance
EPA-SOP-G-10	Temperature Monitoring
EPA-SOP-G-11	Water Monitoring
EPA-SOP-G-12	Balance Monitoring
EPA-SOP-G-13	Glassware Washing
EPA-SOP-G-14	Files Management
EPA-SOP-G-17	Thermometer Calibration
EPA-SOP-G-25	Official Sample Control and Repository
EPA-SOP-G-27	Disposition of Data Files
EPA-SOP-G-28	Promium LIMS

Inorganic - Wet Chemistry Analyses SOPs:

EPA-SOP-B-8.2	Sediment Grainsize Analysis (Particle Size) Bucket Method
EPA-SOP-B-8.3	Particle Size Analysis – Hydrometer Method
EPA-SOP-C-18	Alkalinity (Titrimetric Method)
EPA-SOP-C-24	pH/Corrositivity
EPA-SOP-C-28	Cyanide, Total Analysis, (Colorimetric Method)
EPA-SOP-C-33	Total Suspended Solids (TSS), Volatile Suspended Solids (VSS)
EPA-SOP-C-35	Settleable Solids (Imhoff Cone Procedure)
EPA-SOP-C-37	Total Dissolved Solids (TDS) (Gravimetric Method)
EPA-SOP-C-53	Chemical Oxygen Demand (COD)
EPA-SOP-C-68	Total Phosphorous and Orthophosphate (as P) (Colorimetric Method)
EPA-SOP-C-79	Nitrate + Nitrite (as N) (Colorimetric Method)
EPA-SOP-C-80	Ammonia (as N) (Colorimetric Method)

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EPA-SOP-C-83	Total Organic Carbon in Aqueous (Combustion/IR Detection Method)
EPA-SOP-C-88	Total Organic Carbon in Sediments (Combustion/IR Detection Method)
EPA-SOP-C-94	Anions by Ion Chromatography
EPA-SOP-C-96	Hexavalent Chromium
EPA-SOP-C-115	Sulfide, Methylene Blue
EPA-SOP-C-121	Total Solids/Volatile Solids

Inorganic - Trace Metals Analyses SOPs:

EPA-SOP-C-109	Metals (ICP/AES Method)
EPA-SOP-C-110	Mercury (CVAAS Method)
EPA-SOP-C-112	Trace Elements by ICP-MS
EPA-SOP-C-116	Preparation of Aqueous, TCLP Extracts, Soil/Sediment/Sludge, Waste Oil/Organic Solvents, and Biological Tissue Matrices by Block Digestion

Volatile Organic Analyses SOPs:

EPA-SOP-DW-1	Low Level Volatiles Analysis, (Purge & Trap GC/MS Method)
EPA-SOP-C-89	Analysis of Volatile Organic Compounds in Aqueous, Soil/Sediment and Waste Oil/Waste Organic Solvents Samples by Purge and Trap GC/MS
EPA-SOP-C-123	Analysis of Volatile Organic Compounds by Automated Closed System purge and Trap GC/MS (Med Level)
EPA-SOP-C-124	Determination of Dissolved Methane, Ethylene and Ethane in Water by Headspace GC/FID

Semi-Volatile Organic Analyses SOPs:

EPA-SOP-C-90	Semi-Volatiles Analysis (GC/MS Method)
EPA-SOP-C-131	Analysis of San Trimer in Aqueous Samples by GC/MS

Pesticides and Poly Chlorinated Biphenyls (PCBs) Analyses SOPs:

EPA-SOP-C-66	Cleanup of Sample Extracts by Gel Permeation Chromatography for PCB/Pesticide Analysis
EPA-SOP-C-91	Pesticides/PCBs (GC-ECD Method)
EPA-SOP-C-103	Cleanup of Sample Extracts Using Concentrated Sulfuric Acid for PCB Analysis
EPA-SOP-C-111	Cleanup of Sample Extracts Using Silica-Gel Column chromatography for PCB and Pesticides Analysis

For the support activities as defined in this TO, activities are to be accomplished using the basic methods as described in the above mentioned current SOPs/Deliverables:

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On a weekly basis the contractor shall submit to the TOCOR and the COR a project status report. The report should include the work completed with the completion date and the work pending.

Each sample analysis project, identified by TD number or other identifier, site name and LIMS Project Number, submitted to the TOCOR shall contain the completed data package for analytical results. The content and format are specified in the SOPs listed above.

Data package deliverables as referenced in the LQMP and SOPs include but may not be limited to:

- Cover letter
- Copy of the TDF or other identifier
- Copy of the Chain-of-Custody documents
- Analytical Checklists/Standards Prep/Run Logs as applicable LIMS Report, and
- All analytical raw data (e.g. instrument printouts, chromatography, bench sheets, etc.), and Cross Reference Sheet, if needed.

Laboratory Information Management Systems (LIMS) Deliverables:

Data entered into the LIMS must be verified by a second, independent reviewer. After the data have been verified as entered correctly, the reviewer validates the analyses in the LIMS. The deliverable will be considered submitted when the peer review and validation of the analyses are completed in LIMS.

Laboratory Automation:

The Contractor shall provide support in the automation of data reduction and sample analysis for the ESAT Laboratories. This support should include developing spreadsheets, databases, and limited programming in an effort to increase sample production and minimize transcription errors.

The estimated number of analyses to be completed is **9,700** per performance period.

Period of Performance	Wet Chemistry	Metals	Pesticides/Aroclors	Semi-Volatile Organic Compounds	Volatile Organic Compounds
Base Period	3,500	2,700	300	600	2,600
Option Period 1	3,500	2,700	300	600	2,600
Option Period 2	3,500	2,700	300	600	2,600
Option Period 3	3,500	2,700	300	600	2,600
Option Period 4	3,500	2,700	300	600	2,600
Award Term 1	3,500	2,700	300	600	2,600
Award Term 2	3,500	2,700	300	600	2,600

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TASK AREA 4 - QA/QC SUPPORT

TASK 4.1 - NELAC Accreditation

The Region 2 Laboratory is NELAC accredited. The Contractor shall implement a comprehensive QA/QC program that adheres to the most current NELAC standards.

The contractor must maintain NELAC accreditation for all laboratory methods and procedures used. Initially, the NELAC standards are applied to the most commonly used laboratory methods, procedures and documentation to achieve NELAC accreditation. Eventually, all analytical methods, procedures and documents used by the ESAT contractor must be NELAC accredited and/or compliant.

If the accreditation standards change, the Contractor must implement the applicable standards as per the R2 LQMP.

TASK 4.2 - Develop and/or Review Analytical Methodologies

The Contractor shall provide technical support in the development and/or review of analytical methodologies and protocols including technical specifications for new or non-CLP methods and related QA activities. This shall require the contractor to perform research on specific topics, including literature search in pertinent journals and publications, obtaining information from the scientific community, performing the method development, validating the results, preparing an SOP and generating data of known quality, adequate for its intended use and thoroughly documented.

The objective of this task will be to verify the acceptable performance of the analytical method, analytical instrumentation and the adequacy of the QA/QC procedures developed. The technical criteria to be used in performing this evaluation, as well as any applicable SOPs or related literature, will be specified in a TD form or e-mail.

Deliverables:

The Contractor must submit to the TOCOR, a written report documenting the results of the analytical method developed or evaluated under this task and originals of all necessary documentation to maintain laboratory accreditation. The deliverables will be specified in a TD form, email, or in an existing SOP with similar technical requirements or protocols. This will include but not be limited to: PT, MDL and DOC results; SOPs, and related documents; laboratory audit results, using the latest version of the NELAC check list; corrective action plans and forms.

Acceptance Criteria:

The environmental data generated under the developed analytical methodology shall be of known quality, adequate for its intended use and thoroughly documented.

The quality of the data shall be determined by the compliance with all QA/QC criteria specified in the

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technical documentation and guidance used by the contractor. Examples are:

- Sample response of instruments within calibration range;
- Acceptable matrix spike recovery data;
- Method detection limit determination; and,
- Acceptable quality control data for each batch was acceptable.

Adequacy of the data generated by the developed analytical method shall be evaluated based upon technical criteria specified in TD. Examples are:

- Data generated will attain the required quantitation limit, and
- Qualitative identification is technically sound.

The Contractor shall document all work performed in accordance with the protocols specified in the TD or guidance documents used during the method development. All documentation must be adequate with respect to completeness and reproducibility.

TASK 4.3 - Maintenance and Development of Standard Operating Procedures (SOPs)

SOPs are the primary format for documenting the analytical methodologies and technical procedures and protocols used in the Laboratory.

As per the Region 2 Laboratory Quality Management Plan, the Contractor shall review and revise, as necessary, all SOPs used for performance of work specified in the contract Statement of Work. Additionally, the contractor shall develop SOPs for new analytical methodologies and procedures.

The Contractor shall keep current with the CLP SOW analytical methodologies. The Contractor shall perform a review of the relevant CLP SOW analytical methods when a new CLP SOW or revision is released.

Deliverables:

The Contractor shall document and submit a report to the TOCOR that describes any significant changes in the CLP SOWs relevant to ESAT's Laboratory methods/procedures.

New SOPs developed by the Contractor shall be delivered to the TOCOR for review, comment and/or approval.

Acceptance Criteria:

Documents prepared must provide sufficient technical information and detail to communicate to a

Laboratory analyst the steps necessary to successfully complete all task covered in the SOP and generate data of documented known and acceptable quality.

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TASK 3.4 - Maintenance of DOC QA and QA Activities Databases

The Contractor shall maintain a Demonstration of Capability (DOC) database and a QA Activities database.

The DOC database shall include, but is not limited to the matrix of the analysis, parameter tested, date on which the DOC was performed, name of Contractor analyst who performed the DOC, and the parameter reporting limit. All DOCs shall be performed using the appropriate EPA SOPs and the Region 2 LQMP.

The QA Activities database shall include, but is not limited to all Laboratory audits performed by the Contractor, Corrective Actions, Limits of Quantitation (LOQ), PTs performed, and the dates these activities were performed.

Deliverables:

The Contractor shall electronically submit DOC and QA Activities reports to the TOCOR no later than the first Monday of each month.

TASK AREA 5 - TRAINING

Performance under this task order may require unique training that is allowable as a direct cost to the task order. The Contractor shall submit requests for such training in accordance with the contract clause *Approval of Training* (EPA- H-31-105). Approval of task order proposals that include training as a material cost shall not be construed to mean the training is approved. Separate approval for Contractor training shall be obtained from the Contract-Level COR.

In addition, the Contractor may be required to attend training on-site or via internet under this task order. The type of training and number of staff required to attend the training will be specified via TD. Training includes, but is not limited to topics such as QA training, laboratory ethics, and laboratory health and safety.

Type of Training	# of Trainings per Year	Duration (ea)
On-line	6	1 hr
On-site -Edison, NJ	3	1 hr

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Government Quality Assurance Surveillance Plan (QASP)

Task 1 – Task Order Management	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
Task Order Management	Contractor shall prepare and submit weekly reports	Reports shall contain status of all tasks, estimated labor hours for all tasks and estimated costs for cost reimbursable portion	Reports should be 100% complete	COR/TOCOR will evaluate the report for completeness
Task Order Management	Contractor will notify the TOCOR/COR whenever completion of a task or submission of deliverable will not meet the schedule	Contractor will notify the TOCOR/COR in writing or e-mail of failure to meet a scheduled due date. All missed dates will be reported in the Monthly Performance Evaluation Reports	Notification received by the TOCOR/COR at least two (2) business days before the deliverable due date	TOCOR/COR will track the status of tasks in progress or deliverables and evaluate the timeliness of the notification and report all missed dates.

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Government Quality Assurance Surveillance Plan (QASP)

Task 2 – Laboratory Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level	Method of Surveillance
Laboratory Support	Samples shall be received as stated in the TD and in accordance to SOW	Verify sample against chain of custody and field data sheet	During the performance period 100% of the samples should be verified	The TOCOR will review weekly and/or monthly reports or logbooks
Laboratory Support	Samples checked for accuracy, temperature, preservation etc. according to the current OSCAR SOP	Samples containers are opened and samples removed in accordance with the SOP	100% of the sample shipments have been properly verified.	The TOCOR will conduct periodic checks of Contractor's performance.
Laboratory Support	Verify receipt of samples and release of samples according to the current OSCAR SOP	Timeliness - within 3 hours of receipt (excluding short holding time-SHT parameters), relinquish custody of samples to OSCAR sample coordinator or designee	100% of samples should be released to minimize holding time violations.	Review OSCAR logbooks and/or monthly or weekly reports
Laboratory Support	Generate electronic data for data package in accordance with current OSCAR SOP	Data package is complete and TOCOR notified	Electronic data should be 100% accurate and complete	Review data package from the Contractor to confirm the required file exist and final reports are accurate and complete

STATEMENT of WORK
October 26, 2014 – October 13, 2021
LABORATORY and ANALYTICAL SUPPORT
(SUPERFUND)
Contract # EP-W-14-022
Task Order # 02
Revision 0

Task 3 – Analytical Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
Analytical Support	Contractor shall perform environmental sample analyses designed to meet the mission of the EPA Region 2. Sample analysis includes sample preparation, sample analysis, reporting results and documentation of all analytical activities.	Data of known quality will be generated by compliance with all QA/QC criteria specified in technical documentation, e.g. SOPs, and guidance used by the contractor. Documentation that samples were analyzed correctly (as per the SOP or method used) must exist.	Analyses will be performed compliant with the sample analysis procedures and protocols specified in the technical documentation. Documentation that samples were analyzed appropriately as per the appropriate SOPs and R2 LQMP will be no less than 100% complete.	The TOCOR will evaluate the raw data/data results and reports for evidence the analyses were performed in strict conformance with the stated requirements and met the QA/QC criteria as required by the appropriate SOPs and R2 LQMP.
Analytical Support	Documentation of all work performed	All analytical work will be documented in accordance with the protocols specified in the SOPs and guidance documents. Records must be adequate with respect to completeness and re-constructability.	Documentation will be complete and in sufficient detail to be able to reconstruct all aspects of the work.	The TOCOR will evaluate the documentation for compliance with the record keeping requirements in SOPs and guidance documents.
Analytical Support	Submission of deliverables	Timeliness: analytical deliverables will be submitted within 3 business days (or less, if stated in TD) prior to the due date listed on the Project Status Report.	Analytical deliverables are submitted three (3) business days before the due date indicated on the Project Status Report.	The TOCOR will review and evaluate deliverables for conformance with delivery criteria

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LABORATORY and ANALYTICAL SUPPORT
(SUPERFUND)
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Analytical Support	Determination of labor cost/analyses as per the contract SOW, preparation of a report/form for each batch of analyses completed during the reporting period. Compliance with the computed labor cost/analyses per batch of analyses.	Contractor will prepare and submit monthly a report containing the labor cost analyses as per contract SOW and labor cost/analyses per batch of samples during the reporting period.	The reports shall be submitted within ten (10) calendar days of the close of the reporting month.	TOCOR will review and evaluate reports for conformance with the delivery criteria.
Analytical Support		Contractor will perform the work in compliance with the computed labor cost/analyses per batch specified in the TD based on the environmental samples to be analyzed.	The contractor will perform the assigned tasks within the computed labor cost/ analyses per batch no less than 95 % of the time. A batch shall be defined as 20 environmental samples	The TOCOR will review and evaluate contractor compliance for conformance with the specified labor cost/analyses per batch.
Analytical Support	Contractor maintains and provides documentation of completion of demonstration of capability for all analytical work performed.	Contractor will prepare and submit documentation of completion of demonstration of capability according to NELAC -Quality Systems Appendix C. Documentation will include signed statement of completion and all data generated during the demonstration of capability.	Documentation of completion of the demonstration of capability will be provided for no less than 95 % of the time.	The TOCOR will review and evaluate the submission of the documentation of the demonstration of capability
Analytical Support		All technical requirements specified in the NELAC - Quality Systems Appendix C.	Technical requirements will be performed compliant with the criteria specified in NELAC.	The TOCOR will review and evaluate contractor compliance for conformance with the specified criteria.

STATEMENT of WORK
October 26, 2014 – October 13, 2021
LABORATORY and ANALYTICAL SUPPORT
(SUPERFUND)
Contract # EP-W-14-022
Task Order # 02
Revision 0

Analytical Support	Method Detection Limit (MDL)	The contractor will submit documentation of the completion of the Method Detection Limit studies. Documentation will include a summary report for analyte/parameter/instrument results plus all analytical data generated.	Documentation of the Method Detection Limit determination will be provided no less than 95 % of the time.	The TOCOR will review and evaluate the submission of the documentation of the Method Detection Limit determination.
Analytical Support	Laboratory Information Management System (LIMS) contractor peer review and validation of the analyses in the LIMS data system.	All environmental sample data in electronic format - LIMS will be peer reviewed and the analyses validated electronically.	LIMS peer review and validation of the analyses will be completed no less than 98 % of the time.	The TOCOR will evaluate the compliance for peer review and validation of the analyses by checking each project in the LIMS
Analytical Support		Data verified by an independent peer reviewer for accuracy and completeness.	Data verified for accuracy no less than 98 % of the time. Data verified for completeness no less than 98 % of the time.	The TOCOR will evaluate compliance for accuracy and completeness checks for each LIMS project.

STATEMENT of WORK
October 26, 2014 – October 13, 2021
LABORATORY and ANALYTICAL SUPPORT
(SUPERFUND)
Contract # EP-W-14-022
Task Order # 02
Revision 0

Task 4 – QA/QC Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
1: Develop and/or Review Analytical Methodologies	The contractor shall conduct method development and provide technical support for new procedures and related QA activities.	Method development shall be conducted in strict conformance with specific requirements provided by the EPA to include verification of acceptable performance of the analytical method, analytical instrumentation and the adequacy of the QA/QC	Analytical methods developed will be 98 % compliant with the criteria and specific requirements provided by EPA	The TOCOR will evaluate the method development results for compliance with the technical requirements provided.
1: Develop and/or Review Analytical Methodologies	Method development will be adequately documented.	Documentation and records must be adequate and complete to allow analysts with appropriate technical knowledge to reproduce the results.	The documentation and records will be no less than 98 % complete and in sufficient detail to be able to reconstruct all aspects of the work.	The TOCOR will review and evaluate the documentation and records for compliance with the criterion of reconstructibility.
2: Maintenance and Development of Standard Operating Procedures (SOPs)	Contractor will review and implement SOPs for all laboratory methods, procedures and protocols.	SOPs will contain sufficient technical information and details to allow a Laboratory analyst to complete all tasks covered in the SOP and generate data of known and acceptable quality.	Over 98 % of the time, SOPs will allow a laboratory analyst to reproduce the procedure and generate data of known and acceptable quality.	The TOCOR will periodically select SOPs for review and audit for compliance.

STATEMENT of WORK
October 26, 2014 – October 13, 2021
LABORATORY and ANALYTICAL SUPPORT
(SUPERFUND)
Contract # EP-W-14-022
Task Order # 02
Revision 0

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OSWER-15-00014		5. PROJECT NO. (If applicable)	
6. ISSUED BY SRRPOD		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.			
TECHLAW, INC. Attn: JUDY MANLEY 14500 AVION PKY STE 300 (b)(4) CHANTILLY VA 201511108				9B. DATED (SEE ITEM 11)			
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-022 0002			
				10B. DATED (SEE ITEM 13) 10/23/2014			
CODE 116211863		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$180,000.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) B.5 - LIMITATION OF GOVERNMENT'S OBLIGATION (EPA-B-32-103) TAILORED

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 116211863

TOPO: Ness Tirol Max Expire Date: 10/13/2021

The purpose of this modification is to obligate funds in the amount of \$180,000.00 for all task under the task order statement of work. The funding on this task order has increased from \$86,000.00 to \$266,000.00.

LIST OF CHANGES:

Reason for Modification: Funding Only Action

Obligated Amount for this Modification: \$180,000.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Elizabeth Fuller	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. DATE SIGNED 10/28/2014	16C. DATE SIGNED 10/28/2014

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

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NAME OF OFFEROR OR CONTRACTOR

TECHLAW, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	New Total Obligated Amount for this Award: \$266,000.00 CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: \$180,000.00 Incremental Funded Amount changed from \$86,000.00 to \$266,000.00 NEW ACCOUNTING CODE ADDED: Account code: 15-T-72BS-303DD2-2505-HQ00LA00-1572BS5001-001 DCN-LineID 1572BS5001-001 Amount: \$180,000.00 Period of Performance: 10/26/2014 to 10/13/2015				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
002		See Block 16C		PR-OSWER-15-00123			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
SRRPOD							
US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
TECHLAW, INC.							
Attn: JUDY MANLEY				9B. DATED (SEE ITEM 11)			
14500 AVION PKY STE 300							
(b)(4)							
CHANTILLY VA 201511108				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-W-14-022			
				0002			
				10B. DATED (SEE ITEM 13)			
				10/23/2014			
CODE 116211863		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Increase:		\$382,838.00	
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) B.5 - LIMITATION OF GOVERNMENT'S OBLIGATION (EPA-B-32-103) TAILORED						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ 0 _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 116211863							
TOCOR: Ness Tirol Max Expire Date: 10/13/2021							
The purpose of this modification is to obligate funds in the amount of \$382,838.00 onto this task order. The funding on this TO has increased from \$266,000.00 to \$648,838.00. This task order is now fully funded up to its ceiling.							
LIST OF CHANGES:							
Reason for Modification : Funding Only Action							
Obligated Amount for this Modification: \$382,838.00							
New Total Obligated Amount for this Award: \$648,838.00							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Ross Miller			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16C. DATE SIGNED		16B. DATE SIGNED	
(Signature of person authorized to sign)				 ELECTRONIC SIGNATURE		02/02/2015	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

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NAME OF OFFEROR OR CONTRACTOR

TECHLAW, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Obligated Amount for this modification: \$382,838.00</p> <p>Incremental Funded Amount changed from \$266,000.00 to \$648,838.00</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code: 15-T-72BS-303DD2-2505-HQ00LA00-1572BS5015-001 DCN-LineID 1572BS5015-001 Amount: \$382,838.00</p> <p>Period of Performance: 10/26/2014 to 10/13/2015</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
003		See Block 16C		See Schedule			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
SRRPOD							
US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
TECHLAW, INC. Attn: JUDY MANLEY 14500 AVION PKY STE 300 (b)(4) CHANTILLY VA 201511108							
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-022 0002			
				10B. DATED (SEE ITEM 13) 10/23/2014			
CODE 116211863		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)		Net Increase:	\$110,248.65
See Schedule			

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
X	B.8 Task Order Ordering Procedures; B.5 Limitation of the Government's Obligation (EPA-B-32-103) Tailored

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 116211863

TOCOR: Ness Tirol Max Expire Date: 10/13/2021

The purpose of this modification is to exercise Task Order Option Period (Contract Base Period Year 2). The reason for the early Option Period exercising is to compensate for an unforeseen surge in Superfund sampling. The new Task Order ceiling is \$1,318,970.00. New LOE is now 29,330.0 hours.

Contractor will continue to invoice at Year 1 rates until the next Period of Performance begins on October 14, 2015.

Funding in the amount of \$110,248.65 has also been obligated onto this task order. Funding for this task order has therefore increased from \$648,838.00 to \$759,086.65.

Continued ...


Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Helen Britz	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
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NAME OF OFFEROR OR CONTRACTOR
TECHLAW, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0002	<p>Period of Performance: 10/26/2014 to 10/13/2016</p> <p>Change Item 0002 to read as follows (amount shown is the obligated amount):</p> <p>Option Period 1 (Year 2) Option Period Ceiling Amount: \$670,132.00 Requisition No: PR-OSWER-15-00504, PR-R2-15-00364</p> <p>Accounting Info: 15-T-02P-303DC6XW2-2505-1502HE1218-001 BFY: 15 Fund: T Budget Org: 02P Program (PRC): 303DC6XW2 Budget (BOC): 2505 Job #: 0200BM00 DCN - Line ID: 1502HE1218-001 Funding Flag: Partial Funded: \$11,950.00</p> <p>Accounting Info: 15-T-02P-303D72XW2-2505-1502HE1218-002 BFY: 15 Fund: T Budget Org: 02P Program (PRC): 303D72XW2 Budget (BOC): 2505 Job #: 0200BM00 DCN - Line ID: 1502HE1218-002 Funding Flag: Partial Funded: \$19,000.00</p> <p>Accounting Info: 15-T-02P-303DC9XW2-2505-1502HE1218-003 BFY: 15 Fund: T Budget Org: 02P Program (PRC): 303DC9XW2 Budget (BOC): 2505 Job #: 0200BM00 DCN - Line ID: 1502HE1218-003 Funding Flag: Partial Funded: \$33,650.00</p> <p>Accounting Info: 15-T-72BS-303DD2-2505-1572BS5046-001 BFY: 15 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1572BS5046-001 Funding Flag: Partial Funded: \$45,648.65</p> <p>Total Task Order Ceiling Value: \$1,318,970.00 (Base Period): \$648,838.00 (Option Period 1): \$670,132.00 Total Task Order Value with all Options: \$4,936,759.00 Total Task Order Funded Amount: \$759,086.65 (Base Period): \$562,838.00 (Option Period 1): \$110,248.65 Allocated Funding: \$86,000.00 (Base Period)</p>				110,248.65

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
004		See Block 16C		PR-R2-15-00404			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
SRRPOD							
US ENVIRONMENTAL PROTECTION AGENCY WILLIAM JEFFERSON CLINTON BUILDING 1200 PENNSYLVANIA AVENUE N W MAIL CODE 3805R WASHINGTON DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x) 9A. AMENDMENT OF SOLICITATION NO.			
TECHLAW INC							
ATTN JUDY MANLEY				9B. DATED (SEE ITEM 11)			
14500 AVION PKY STE 300							
(b)(4)							
CHANTILLY VA 201511108				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-W-14-022			
				0002			
				10B. DATED (SEE ITEM 13)			
				10/23/2014			
CODE 116211863		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Increase:		\$6,024.00	
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
X	B.5 Limitation of the Government's Obligation (EPA-B-32-103) Tailored						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 116211863							
TOCOR: Ness Tirol Max Expire Date: 10/13/2021							
THE PURPOSE OF THIS MODIFICATION IS TO OBLIGATE \$6,024.00 TO THIS TASK ORDER. FUNDING FOR OPTION PERIOD I IS HEREBY INCREASED FROM \$110,248.65 BY \$6,024.00 TO \$116,272.65.							
LIST OF CHANGES:							
Reason for Modification : Funding Only Action							
Obligated Amount for this Modification: \$6,024.00							
New Total Obligated Amount for this Award Base and Option Period I: \$679,110.65							
Incremental Funded Amount Base and Option Period I changed: from \$673,086.65 to \$679,110.65							
Contracting Officer changed from Helen Britz to Ross Miller							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Ross Miller			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				 (Signature of Contracting Officer)		ELECTRONIC SIGNATURE 08/28/2015	
NSN 7540-01-152-8070 Previous edition unusable				STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243			

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-W-14-022/0002/004	2	3

NAME OF OFFEROR OR CONTRACTOR
TECHLAW INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this modification: \$6,024.00 Incremental Funded Amount changed from \$110,248.65 to \$116,272.65 Start Date changed from 14-OCT-15 to 28-AUG-15</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-TD-02P-303DD2XW2-2505-1502HE1236-001 Beginning FiscalYear 14 Ending Fiscal Year Fund (Appropriation) TD Budget Organization 02P Program (PRC) 303DD2XW2 Budget (BOC) 2505 Job # (Site/Project) 0200BM00 Cost Organization DCN-LineID 1502HE1236-001 Amount: \$1,365.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 14-TD-02P-303DD2-2505-1502HE1236-002 Beginning FiscalYear 14 Ending Fiscal Year Fund (Appropriation) TD Budget Organization 02P Program (PRC) 303DD2 Budget (BOC) 2505 Job # (Site/Project) 0200BM00 Cost Organization DCN-LineID 1502HE1236-002 Amount: \$4,659.00</p> <p>Payment Address: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Total Task Order Value: \$1,318,970.00 (Base Period): \$648,838.00 (Option Period 1): \$670,132.00 Total Task Order Value with all Options: \$4,936,759.00 Total Task Order Funded Amount: \$765,110.65 Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
TECHLAW INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	(Base Period): \$562,838.00 (Option Period 1): \$116,272.65 Allocated Funding: \$86,000.00 (Base Period) Period of Performance: 10/26/2014 to 10/13/2016				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 22	
2. AMENDMENT/MODIFICATION NO. 005		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-R2-15-00407	
6. ISSUED BY SRRPOD		7. ADMINISTERED BY (If other than Item 6)		5. PROJECT NO. (If applicable)	
US ENVIRONMENTAL PROTECTION AGENCY WILLIAM JEFFERSON CLINTON BUILDING 1200 PENNSYLVANIA AVENUE N W MAIL CODE 3805R WASHINGTON DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.	
TECHLAW INC ATTN JUDY MANLEY 14500 AVION PKY STE 300 (b)(4) CHANTILLY VA 201511108				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-022 0002	
				10B. DATED (SEE ITEM 13) 10/23/2014	
CODE 116211863		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$25,000.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) B.5 Limitation of the Government's Obligation (EPA-B-32-103) Tailored

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 116211863


TOCOR: Ness Tirol Max Expire Date: 10/13/2021

The purpose of this modification is to incorporate a revised SOW to this Task Order. The revision amends the anticipated amount of samples expected for the Base Period (Year 1). The new Task Order ceiling for the Base Period is set at \$775,553.00 and the LOE is set at 15,948.0.

Also, funding in the amount of \$25,000.00 has been obligated onto the Base Period. The funding for the Base period has therefore increased from \$648,838.00 to \$673,838.00.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Ross Miller	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		 (Signature of Contracting Officer)	09/30/2015

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-14-022/0002/005

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Reason for Modification : Revised SOW and Incremental Funding</p> <p>Obligated Amount for this Modification: \$25,000.00</p> <p>CHANGES FOR LINE ITEM NUMBER: 1</p> <p>Total Ceiling Amount changed from \$648,838.00 to \$775,553.00</p> <p>Obligated Amount for this modification: \$25,000.00</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code:</p> <p>15-T-02P-303DD2XW2-2505-1502HE1237-001</p> <p>DCN-LineID 1502HE1237-001</p> <p>Amount: \$25,000.00</p> <p>Period of Performance: 10/26/2014 to 10/13/2016</p>				

STATEMENT of WORK
October 26, 2014 – October 13, 2021
LABORATORY and ANALYTICAL SUPPORT
(SUPERFUND)
Contract # EP-W-14-022
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Purpose

The Contractor shall provide analytical and laboratory support to the Region 2 Laboratory in support of the Superfund program. The Region 2 Laboratory is committed to producing environmental data of known quality, adequate for its intended use and to thoroughly document all aspects of the data generation. The documentation shall be verifiable and defensible. All activities performed under this task order (TO) will be in accordance with the USEPA R2 Laboratory Quality Management Plan (LQMP) and all applicable standard operating procedures (SOPs).

Overview

Support under this TO is limited to the activities associated with samples from Superfund sites. As such, the Contractor shall track tasks which are defined as site specific or task specific. The Contractor shall track the status of the tasks, labor hours, and costs.

Dilutions and reanalyses of samples are not counted as separate samples. For cost estimating purposes, the Contractor should assume the following number of samples will be received and/or analyzed during the task order period of performance. The estimates provided per period of performance may change due to Government priorities.

Requested deliverables may change based on Regional SOPs or requirements.

Laboratory Support - OSCAR Operations:

The Contractor shall provide administrative and laboratory support for the operation of Region 2's Official Sample Control and Repository (OSCAR) Station and the Laboratory Information Management System (LIMS).

Analytical Support - Analytical Services:

The Contractor's shall perform qualitative and quantitative analyses of samples for EPA Region 2. Method development and testing, statistical and data management, and Quality Assurance/Quality Control (QA/QC) activities are associated with the analysis of environmental samples and the production of data of known quality and properly documented quality. For projects with a turnaround time (TAT) greater than fourteen (14) days, the Contractor shall be required to submit deliverables one (1) business day before the due date as indicated on the Project Status Report. For all other TATs, the TOCOR will specify the deliverable dates via Technical Direction (TD) Form or e-mail. The TD and/or email will specify the necessary information relating to analytical services and due dates.

Contracting Officer's Representatives

The individuals listed below are authorized representatives of the Contracting Officer (CO) for this task order. These individuals may issue perform Contracting Officer Representative (COR) functions as

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described in the contract clauses *Technical Direction* (EPAAR 1552.237-71) and *Authorized Representative of the Contract-Level COR* (EPA-G-42-102).

TASK#	DESCRIPTION	Task Manager (TM)
1	Task Order Management and General Administration	Ness Tirol (TOCOR)
2	Laboratory Support	Ness Tirol
3	Analytical Support - Laboratory Sample Analyses	Ness Tirol
4	QA/QC Support	Ness Tirol
5	Training	Ness Tirol

Option Periods/Award Terms

This task order contains option periods that the Government may exercise via unilateral task order modification by providing written notification to the Contractor of its intent to exercise the option period at least 60 days in advance of the end of the current effective period. Providing this written notice does not commit the Government to exercise the option. If the Government failed to provide written notice within that time, the Government may exercise the option via bilateral task order modification. Task order option periods may only be exercised within the effective period of the contract. If a contract-level option period or award term is not exercised, task order option periods may not be exercised beyond the final date of the contract period of performance.

The period of performance of this task order, inclusive of all option periods is:

Period of Performance	
Base Period	October 26, 2014 – October 13, 2015
Option Period 1	October 14, 2015 – October 13, 2016
Option Period 2	October 14, 2016 – October 13, 2017
Option Period 3	October 14, 2017 – October 13, 2018
Option Period 4	October 14, 2018 – October 13, 2019
Award Term 1	October 14, 2019 – October 13, 2020
Award Term 2	October 14, 2020 – October 13, 2021

TASK 1 - TASK ORDER MANAGEMENT AND GENERAL ADMINISTRATION

No work shall commence on a project until it is determined by the Contractor if there is a conflict of interest (COI). In the instance of actual or potential COI, the Contractor shall notify the Contract-Level COR and CO prior to commencement of any work. The CO will instruct the Contractor whether or not to proceed with the work.

The Contractor's Team management and designees shall meet with the COR, TOCOR(s) and other designated EPA representatives biweekly or as needed, to update EPA on the status of tasks, completion schedules and to address any relevant technical issues pertaining to the TO.

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The Contractor shall submit all deliverables under this TO to the TOCOR(s) with a cover letter identifying each document submitted or task completed.

Each assignment and costs shall be tracked separately and the internal administrative and management activities necessary to perform the services required by this TO shall be included in these costs. The Contractor shall break out from their weekly and monthly activity report the description of the work accomplished under this.

The Contractor shall maintain a database containing information as it relates to this program for work performed as described in each task, and analytical costs by parameter (e.g. VOA, Semi-VOA, Metals, cyanide, etc.).

The Contractor shall provide the costs for performing specific types of analyses and sample preparation on a monthly basis in the Monthly Financial Report. This information should include costs for sample handling and management associated with each type of task performed. The sample handling and/or sample management costs shall include costs for sample handling, log-in/storage, tracking, reporting, and disposal.

The Contractor shall review all deliverables following the protocols specified in the SOPs used to generate the deliverable. The reviewer must have sufficient technical competence to be able to understand all aspects of the document to be reviewed and to have not been significantly involved in the generation of the data and the preparation of the deliverable. The reviewer shall assure each deliverable is accurate, technically sound and free from transcription errors. If such a review cannot be performed on any deliverable, the Contractor shall notify the COR and the TOCOR prior to the submission of the deliverable.

The Contractor shall immediately notify the COR and the TOCOR as soon as it is determined that a schedule for the completion of any task or submission of any deliverable may not be met. This notification shall be submitted via e-mail with justification and revised completion dates for the approval of the TOCOR, COR/Alternate COR and/or the Contracting Officer (CO). If a deliverable cannot be submitted by the deliverable completion date, the TOCOR and COR/Alternate COR must be notified at least two (2) business days prior to the completion date.

This Statement of Work is subject to change based on changing priorities and workload fluctuations. The Contractor may be required to make changes to accommodate the Agency's changing needs. The Agency shall revise the SOW as necessary and the Contractor shall have the opportunity to provide a revised cost estimate at that time.

The Contractor shall notify the CO and COR when 85% of funding for this TO has been expended.

Deliverables:

The Contractor shall submit to the COR and the TOCOR weekly reports with narratives of all current contract activities, including administrative and management highlights. Each table and/or report should

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identify activities by TO, Technical Direction (TD) Number, and/or other identifier. The reports shall be submitted electronically on Wednesday for the preceding weekly period.

The weekly reports should include:

- ongoing, suspended, cancelled, work, and completed activities;
- task type, start date, due date, and completion date;
- number of samples, estimated hours expended, estimated cumulative hours and staff name;
- expended hours (if applicable, estimated hours should be noted and reference the affected activity; and
- cumulative totals for each of the above categories.

The monthly report at a minimum should include the aforementioned information and:

- Total hours, dollars, travel and ODC costs;
- funding ceiling and percentages utilized in each category (i.e. hours, dollars, ceilings, etc); and,
- Cumulative totals for each of the above categories (i.e. hours, dollars, etc)

TASK 2 - LABORATORY SUPPORT

TASK 2.1: Laboratory Support - OSCAR Operations

The Contractor shall provide support for operation of the Region's OSCAR Station and the LIMS as per the applicable SOPs (eg, OSCAR, Waste Disposal, etc.) and the Region 2 LQMP.

It is estimated that **8,500** samples will be accepted for base period (Year 1) and 6,500 samples for each subsequent periods of performance (Years 2-7).

The Contractor shall ensure that all personnel performing work under this task area shall be appropriately trained to perform the activities as specified in the SOP.

- The Contractor must have staff available between 7am ET and 6pm ET who can perform sample receipt, as well as sample log-in.
- The Contractor shall receive samples at the OSCAR station and notify the TOCOR or designee of sample receipt.
- The Contractor will open and remove samples from coolers and verify sample receipt against chain-of-custody (COC) and field data sheets.
- If any sample shipment is received with a broken chain of custody seal(s), with broken or leaking vials or bottles, or with missing samples, the Contractor will immediately notify the TOCOR.
- The Contractor will add sample number and project number to each bottle with appropriate label. Sign the COC, adding date and time of receipt in accordance with the OSCAR SOP.
- The Contractor will maintain an OSCAR Project Tracking Log and an OSCAR Sample Tracking Log in either hard copy or electronic format. If an electronic version is used, steps must be taken to secure the electronic file and create a daily backup.

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Support functions will include receipt and logging of samples for analysis, and maintenance of sample related documentation, including chain of custody records. In addition, the Contractor shall enter analytical data into the LIMS, use the LIMS to generate reports, and archive data files.

The Contractor shall provide administrative support for the operation of the LIMS. Support will include but not be limited to “Analysis Codes” maintenance and creation, archiving, calculation codes, generating and creating reports, and general LIMS administration.

The Contractor shall monitor and record oven temperatures, refrigerator temperatures and balance performance on a daily basis or as required by applicable SOPs.

The Contractor shall record, organize, label, copy and file records pertaining to Superfund projects. The Contractor shall also maintain documents and records pertinent to project completion. The Contractor shall dispose of all Region 2 Laboratory (US EPA and ESAT) waste generated during the extraction, preparation, and analysis of environmental samples as well as complete the hazardous waste forms for various wastes. It is estimated that the waste should be disposed of at a minimum of twelve (12) times per year (twenty-four times per year for organic waste).

The Contractor shall also dispose of environmental samples received by the Region 2 Laboratory for analyses.

All environmental waste and samples must be disposed of in accordance with the Region 2 LQMP and applicable SOP.

The Contractor shall maintain the chemical inventory database for the Region 2 Laboratory.

TASK 2.2 - Glassware Washing

The Contractor shall perform the laboratory glassware washing in accordance with rigid, Regional QA/QC requirements specified in the applicable SOPs. The Contractor shall complete all washing, drying and preparation activities and place clean glassware in the designated storage areas within time frames that assure an adequate inventory of clean glassware. Glassware cleaning, washing, and soaking procedure may require the handling and/or use of concentrated and/or diluted acids (e.g., Hydrochloric Acid, Sulfuric Acid) or bases (e.g., Sodium Hydroxide, Hydrogen Peroxide). The use and operation of commercial dishwashers and hot-air ovens are required. The use of baking ovens is required for Organic Analysis glassware only. Perform daily/monthly, or as needed, preventive maintenance of the washer unit. Glassware residue pH check must be performed once daily on a piece of glassware from a completed wash cycle by the Bromothymol blue method.

TASK 2.3 - Chemical Inventory

The Contractor shall provide support in defining chemical inventory process with EPA staff and shall attend meetings (2 ESAT staff members) when called to discuss the chemical inventory process. This support should include but is not limited to identifying and documenting all chemical information to the Chemical Inventory System, coming in and deleting expired standards and chemicals that will provide the information to all sections and departments, investigators and others responsible for preparing hazardous

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materials inventories for compliance with regulations.

Deliverables:

The content, format, and schedule of deliverables are specified in the current OSCAR SOP.

Deliverables include, but are not limited to:

- Sample Receipt form,;
- Final LIMS report; and,
- Sample LIMS status reports (Active Project List).

The Contractor shall clean and dry the sample coolers for return. Only coolers with pre-labeled labels will be returned. The coolers recipient should be charged for shipping fees.

TASK 3 - ANALYTICAL SUPPORT - LABORATORY SAMPLE ANALYSES

Task 3.1 - Analytical Support - Laboratory Sample Analyses

The Contractor shall analyze environmental samples consisting of a wide variety of media for organic and inorganic analytes/parameters including but not limited to volatile and semi-volatile organic compounds, pesticides/PCBs, trace metals, wet chemistry analytes/parameters and other inorganic analytes. New methods and parameters not covered by current standard operating procedures (i.e., Gasoline Range Organics by GC) shall be added as needed. New methods will be identified by TD and will address a wide variety of media for organic, inorganic, biology and wet chemistry analytes/parameters. Sample analyses shall include qualitative and/or quantitative analysis, as well as sample preparation, extraction, digestion, distillation, measurement, data reduction, data review and reporting as applicable.

The contractor shall analyze environmental samples for analytes/parameters (but not limited to) those listed under the section SOPs and Guidance Documents Reference Available to the Contractor.

Samples will be assigned to the contractor for analysis by means of TD. The TD shall specify the site name, account number, expected number of samples, analyses requested, sample matrices, anticipated date of sample receipt and estimated completion date.

All analytical data shall be properly documented and all analytical and technical procedures shall be covered by SOPs or other appropriate form of documentation. The contractor shall perform the assigned sample analyses in accordance with the appropriate SOPs. In the event that unforeseen circumstances require deviation from the technical procedures contained in the SOPs, alternate technical instructions will be provided in writing by means of the TD.

The contractor must maintain and provide to the TOCOR documentation of the completion of initial and continuing demonstrations of capability (DOC), performance test (PT) samples and Method Detection Limits (MDLs) for all analytical work performed in a timely manner as per the Region 2 LQMP. MDL studies shall be performed when there is new instrumentation or a significant change in methodology, as

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per the Region 2 LQMP and appropriate SOP.

Please note that all policies within the Region 2 LQMP must be followed.

Documentation:

The TO activities as defined to be performed using the basic methods and technical procedures described in the following documents. The list may not be all inclusive.

In addition to the SOP mentioned below, the following documents must be adhered to:

Region 2 Laboratory Quality Management Plan

Current NELAC Standards

All General and Supporting SOPs such as but not limited to:

EPA-SOP-G-6	Waste Disposal
EPA-SOP-G-7	Laboratory Information Management
EPA-SOP-G-9	Logbook Establishment and Maintenance
EPA-SOP-G-10	Temperature Monitoring
EPA-SOP-G-11	Water Monitoring
EPA-SOP-G-12	Balance Monitoring
EPA-SOP-G-13	Glassware Washing
EPA-SOP-G-14	Files Management
EPA-SOP-G-17	Thermometer Calibration
EPA-SOP-G-25	Official Sample Control and Repository
EPA-SOP-G-27	Disposition of Data Files
EPA-SOP-G-28	Promium LIMS

Inorganic - Wet Chemistry Analyses SOPs:

EPA-SOP-B-8.2	Sediment Grainsize Analysis (Particle Size) Bucket Method
EPA-SOP-B-8.3	Particle Size Analysis – Hydrometer Method
EPA-SOP-C-18	Alkalinity (Titrimetric Method)
EPA-SOP-C-24	pH/Corrositivity
EPA-SOP-C-28	Cyanide, Total Analysis, (Colorimetric Method)
EPA-SOP-C-33	Total Suspended Solids (TSS), Volatile Suspended Solids (VSS)
EPA-SOP-C-35	Settleable Solids (Imhoff Cone Procedure)
EPA-SOP-C-37	Total Dissolved Solids (TDS) (Gravimetric Method)
EPA-SOP-C-53	Chemical Oxygen Demand (COD)
EPA-SOP-C-68	Total Phosphorous and Orthophosphate (as P) (Colorimetric Method)
EPA-SOP-C-79	Nitrate + Nitrite (as N) (Colorimetric Method)
EPA-SOP-C-80	Ammonia (as N) (Colorimetric Method)
EPA-SOP-C-83	Total Organic Carbon in Aqueous (Combustion/IR Detection Method)
EPA-SOP-C-88	Total Organic Carbon in Sediments (Combustion/IR Detection Method)
EPA-SOP-C-94	Anions by Ion Chromatography
EPA-SOP-C-96	Hexavalent Chromium
EPA-SOP-C-115	Sulfide, Methylene Blue

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EPA-SOP-C-121 Total Solids/Volatile Solids

Inorganic - Trace Metals Analyses SOPs:

EPA-SOP-C-109 Metals (ICP/AES Method)
EPA-SOP-C-110 Mercury (CVAAS Method)
EPA-SOP-C-112 Trace Elements by ICP-MS
EPA-SOP-C-116 Preparation of Aqueous, TCLP Extracts, Soil/Sediment/Sludge, Waste
Oil/Organic Solvents, and Biological Tissue Matrices by Block Digestion

Volatile Organic Analyses SOPs:

EPA-SOP-DW-1 Low Level Volatiles Analysis, (Purge & Trap GC/MS Method)
EPA-SOP-C-89 Analysis of Volatile Organic Compounds in Aqueous, Soil/Sediment and Waste
Oil/Waste Organic Solvents Samples by Purge and Trap GC/MS
EPA-SOP-C-123 Analysis of Volatile Organic Compounds by Automated Closed System purge
and Trap GC/MS (Med Level)
EPA-SOP-C-124 Determination of Dissolved Methane, Ethylene and Ethane in Water by
Headspace GC/FID

Semi-Volatile Organic Analyses SOPs:

EPA-SOP-C-90 Semi-Volatiles Analysis (GC/MS Method)
EPA-SOP-C-131 Analysis of San Trimer in Aqueous Samples by GC/MS

Pesticides and Poly Chlorinated Biphenyls (PCBs) Analyses SOPs:

EPA-SOP-C-66 Cleanup of Sample Extracts by Gel Permeation Chromatography for
PCB/Pesticide Analysis
EPA-SOP-C-91 Pesticides/PCBs (GC-ECD Method)
EPA-SOP-C-103 Cleanup of Sample Extracts Using Concentrated Sulfuric Acid for PCB Analysis
EPA-SOP-C-111 Cleanup of Sample Extracts Using Silica-Gel Column chromatography for PCB
and Pesticides Analysis

For the support activities as defined in this TO, activities are to be accomplished using the basic methods as described in the above mentioned current SOPs.

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Period of Performance	Wet Chemistry	Metals	Pesticides/Aroclors	Semi-Volatile Organic Compounds	Volatile Organic Compounds	Total Number of Analyses
Base Period	3,500	4,500	300	600	2,600	11,500
Option Period 1	3,500	2,700	300	600	2,600	9,700
Option Period 2	3,500	2,700	300	600	2,600	9,700
Option Period 3	3,500	2,700	300	600	2,600	9,700
Option Period 4	3,500	2,700	300	600	2,600	9,700
Award Term 1	3,500	2,700	300	600	2,600	9,700
Award Term 2	3,500	2,700	300	600	2,600	9,700

Deliverables:

On a weekly basis the contractor shall submit to the TOCOR and COR a project status report. The report should include the work completed with the completion date and the work pending.

Each sample analysis project, identified by TD number or other identifier, site name and LIMS Project Number, submitted to the TOCOR shall contain the completed data package for analytical results. The content and format are specified in the SOPs listed above.

Data package deliverables as referenced in the LQMP and SOPs include but may not be limited to:

- Cover letter
- Copy of the TDF or other identifier
- Copy of the Chain-of-Custody documents
- Analytical Checklists/Standards Prep/Run Logs as applicable LIMS Report, and
- All analytical raw data (e.g. instrument printouts, chromatography, bench sheets, etc.), and Cross Reference Sheet, if needed.

Laboratory Information Management Systems (LIMS) Deliverables:

Data entered into the LIMS must be verified by a second, independent reviewer. After the data have been verified as entered correctly, the reviewer validates the analyses in the LIMS. The deliverable will be considered submitted when the peer review and validation of the analyses are completed in LIMS.

Laboratory Automation:

The Contractor shall provide support in the automation of data reduction and sample analysis for the ESAT Laboratories. This support should include developing spreadsheets, databases, and limited programming in an effort to increase sample production and minimize transcription errors.

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TASK 3.2 - Acceptance Criteria for Analytical Support

The environmental data generated and reported shall be of known quality, adequate for its intended use and thoroughly documented. All deliverables shall be submitted to the TOCOR within the time frame specified below. All assigned tasks shall be completed within the allocated level of effort as specified in the Government Quality Assurance Surveillance Plan (QASP.) All required QA demonstrations and determinations shall be documented by the contractor and submitted to the TOCOR within the time frames specified below.

The quality of the data shall be determined by the compliance with all QA/QC criteria specified in the technical documentation and guidance used by the contractor. Documentation that the samples were analyzed correctly must exist. Examples are:

- Sample response of instruments within calibration range;
- Data to show appropriate method used - sample matrix spike recovery data, method detection limits, etc.;
- Identification of standards used during analysis;
- Quality control data for each batch of analyses; and,
- Documentation of contractor peer review of results.

Adequacy of the data for its intended use shall be evaluated based upon conformance with criteria specified in the SOPs or TDs. Examples are:

- Data reported conforms to the SOP/Method reporting limits;
- Special instructions in TD are carried out appropriately; and,
- Special reporting limits specified on in TD are attained.

The Contractor shall document all work performed in accordance with the protocols specified in the current Region 2 LQMP, SOPs, and National Environmental Laboratory Accreditation Conference (NELAC) Standards (or current accreditation standards). All documentation must be adequate with respect to completeness and reproducibility.

Analytical deliverables (e.g. complete data package) shall be submitted to the TOCOR one (1) business day prior to the due date listed on the Project Status Report. The contractor DOC, MDL and PTS for all analytical work performed shall be performed according to the current LQMP and NELAC standards

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TASK 4 - QA/QC SUPPORT

TASK 4.1 - NELAC Accreditation

The Region 2 Laboratory is NELAC accredited. The Contractor shall implement a comprehensive QA/QC program that adheres to the most current NELAC standards.

The contractor must maintain NELAC accreditation for all laboratory methods and procedures used. Initially, the NELAC standards are applied to the most commonly used laboratory methods, procedures and documentation to achieve NELAC accreditation. Eventually, all analytical methods, procedures and documents used by the ESAT contractor must be NELAC accredited and/or compliant.

If the accreditation standards change, the Contractor must implement the applicable standards as per the R2 LQMP.

TASK 4.2 - Develop and/or Review Analytical Methodologies

The Contractor shall provide technical support in the development and/or review of analytical methodologies and protocols including technical specifications for new or non-CLP methods and related QA activities. This shall require the contractor to perform research on specific topics, including literature search in pertinent journals and publications, obtaining information from the scientific community, performing the method development, validating the results, preparing an SOP and generating data of known quality, adequate for its intended use and thoroughly documented.

The objective of this task will be to verify the acceptable performance of the analytical method, analytical instrumentation and the adequacy of the QA/QC procedures developed. The technical criteria to be used in performing this evaluation, as well as any applicable SOPs or related literature, will be specified in a TD form or e-mail.

Deliverables:

The Contractor must submit to the TOCOR, a written report documenting the results of the analytical method developed or evaluated under this task and originals of all necessary documentation to maintain laboratory accreditation. The deliverables will be specified in a TD form, email, or in an existing SOP with similar technical requirements or protocols. This will include but not be limited to: PT, MDL and DOC results; SOPs, and related documents; laboratory audit results, using the latest version of the NELAC check list; corrective action plans and forms.

Acceptance Criteria:

The environmental data generated under the developed analytical methodology shall be of known quality, adequate for its intended use and thoroughly documented.

The quality of the data shall be determined by the compliance with all QA/QC criteria specified in the technical documentation and guidance used by the contractor. Examples are:

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- Sample response of instruments within calibration range;
- Acceptable matrix spike recovery data;
- Method detection limit determination; and,
- Acceptable quality control data for each batch was acceptable.

Adequacy of the data generated by the developed analytical method shall be evaluated based upon technical criteria specified in TD. Examples are:

- Data generated will attain the required quantitation limit, and
- Qualitative identification is technically sound.

The Contractor shall document all work performed in accordance with the protocols specified in the TD or guidance documents used during the method development. All documentation must be adequate with respect to completeness and reproducibility.

TASK 4.3 - Maintenance and Development of Standard Operating Procedures (SOPs)

SOPs are the primary format for documenting the analytical methodologies and technical procedures and protocols used in the Laboratory.

As per the Region 2 Laboratory Quality Management Plan, the Contractor shall review and revise, as necessary, all SOPs used for performance of work specified in the contract Statement of Work. Additionally, the contractor shall develop SOPs for new analytical methodologies and procedures.

The Contractor shall keep current with the CLP SOW analytical methodologies. The Contractor shall perform a review of the relevant CLP SOW analytical methods when a new CLP SOW or revision is released.

Deliverables:

The Contractor shall document and submit a report to the TOCOR that describes any significant changes in the CLP SOWs relevant to ESAT's Laboratory methods/procedures.

New SOPs developed by the Contractor shall be delivered to the TOCOR for review, comment and/or approval.

Acceptance Criteria:

Documents prepared must provide sufficient technical information and detail to communicate to a Laboratory analyst the steps necessary to successfully complete all task covered in the SOP and generate data of documented known and acceptable quality.

TASK 3.4 - Maintenance of DOC QA and QA Activities Databases

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The Contractor shall maintain a Demonstration of Capability (DOC) database and a QA Activities database.

The DOC database shall include, but is not limited to the matrix of the analysis, parameter tested, date on which the DOC was performed, name of Contractor analyst who performed the DOC, and the parameter reporting limit. All DOCs shall be performed using the appropriate EPA SOPs and the Region 2 LQMP.

The QA Activities database shall include, but is not limited to all Laboratory audits performed by the Contractor, Corrective Actions, Limits of Quantitation (LOQ), PTs performed, and the dates these activities were performed.

Deliverables:

The Contractor shall electronically submit DOC and QA Activities reports to the TOCOR no later than the first Monday of each month.

TASK 5 - TRAINING

Performance under this task order may require unique training that is allowable as a direct cost to the task order. The Contractor shall submit requests for such training in accordance with the contract clause *Approval of Training* (EPA- H-31-105). Approval of task order proposals that include training as a material cost shall not be construed to mean the training is approved. Separate approval for Contractor training shall be obtained from the Contract-Level COR

In addition, the Contractor may be required to attend training on-site or via internet under this task order. The type of training and number of staff required to attend the training will be specified via TD. Training includes, but is not limited to topics such as QA training, laboratory ethics, and laboratory health and safety.

Type of Training	# of Trainings	Duration (ea)
On-line	6	1 hr
On-site -Edison, NJ	3	4 hr

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Government Quality Assurance Surveillance Plan (QASP)

Task 1 – Task Order Management	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
Task Order Management	Contractor shall prepare and submit weekly reports	Reports shall contain status of all tasks, estimated labor hours for all tasks and estimated costs for cost reimbursable portion	Reports should be 100% complete	COR/TOCOR will evaluate the report for completeness
Task Order Management	Contractor will notify the TOCOR/COR whenever completion of a task or submission of deliverable will not meet the schedule	Contractor will notify the TOCOR/COR in writing or e-mail of failure to meet a scheduled due date. All missed dates will be reported in the Monthly Performance Evaluation Reports	Notification received by the TOCOR/COR at least two (2) business days before the deliverable due date	TOCOR/COR will track the status of tasks in progress or deliverables and evaluate the timeliness of the notification and report all missed dates.

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Government Quality Assurance Surveillance Plan (QASP)

Task 2 – Laboratory Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level	Method of Surveillance
Laboratory Support	Samples shall be received as stated in the TD and in accordance to SOW	Verify sample against chain of custody and field data sheet	During the performance period 100% of the samples should be verified	The TOCOR will review weekly and/or monthly reports or logbooks
Laboratory Support	Samples checked for accuracy, temperature, preservation etc. according to the current OSCAR SOP	Samples containers are opened and samples removed in accordance with the SOP	100% of the sample shipments have been properly verified.	The TOCOR will conduct periodic checks of Contractor's performance.
Laboratory Support	Verify receipt of samples and release of samples according to the current OSCAR SOP	Timeliness - within 3 hours of receipt (excluding short holding time-SHT parameters), relinquish custody of samples to OSCAR sample coordinator or designee	100% of samples should be released to minimize holding time violations.	Review OSCAR logbooks and/or monthly or weekly reports
Laboratory Support	Generate electronic data for data package in accordance with current OSCAR SOP	Data package is complete and TOCOR notified	Electronic data should be 100% accurate and complete	Review data package from the Contractor to confirm the required file exist and final reports are accurate and complete

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Task 3 – Analytical Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
Analytical Support	Contractor shall perform environmental sample analyses designed to meet the mission of the EPA Region 2. Sample analysis includes sample preparation, sample analysis, reporting results and documentation of all analytical activities.	Data of known quality will be generated by compliance with all QA/QC criteria specified in technical documentation, e.g. SOPs, and guidance used by the contractor. Documentation that samples were analyzed correctly (as per the SOP or method used) must exist.	Analyses will be performed compliant with the sample analysis procedures and protocols specified in the technical documentation. Documentation that samples were analyzed appropriately as per the appropriate SOPs and R2 LQMP will be no less than 100% complete.	The TOCOR will evaluate the raw data/data results and reports for evidence the analyses were performed in strict conformance with the stated requirements and met the QA/QC criteria as required by the appropriate SOPs and R2 LQMP.
Analytical Support	Documentation of all work performed	All analytical work will be documented in accordance with the protocols specified in the SOPs and guidance documents. Records must be adequate with respect to completeness and re-constructability.	Documentation will be complete and in sufficient detail to be able to reconstruct all aspects of the work.	The TOCOR will evaluate the documentation for compliance with the record keeping requirements in SOPs and guidance documents.
Analytical Support	Submission of deliverables	Timeliness: analytical deliverables will be submitted within 3 business days (or less, if stated in TD) prior to the due date listed on the Project Status Report.	Analytical deliverables are submitted three (3) business days before the due date indicated on the Project Status Report.	The TOCOR will review and evaluate deliverables for conformance with delivery criteria

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Analytical Support	Determination of labor cost/analyses as per the contract SOW, preparation of a report/form for each batch of analyses completed during the reporting period. Compliance with the computed labor cost/analyses per batch of analyses.	Contractor will prepare and submit monthly a report containing the labor cost analyses as per contract SOW and labor cost/analyses per batch of samples during the reporting period.	The reports shall be submitted within ten (10) calendar days of the close of the reporting month.	TOCOR will review and evaluate reports for conformance with the delivery criteria.
Analytical Support		Contractor will perform the work in compliance with the computed labor cost/analyses per batch specified in the TD based on the environmental samples to be analyzed.	The contractor will perform the assigned tasks within the computed labor cost/ analyses per batch no less than 95 % of the time. A batch shall be defined as 20 environmental samples	The TOCOR will review and evaluate contractor compliance for conformance with the specified labor cost/analyses per batch.
Analytical Support	Contractor maintains and provides documentation of completion of demonstration of capability for all analytical work performed.	Contractor will prepare and submit documentation of completion of demonstration of capability according to NELAC -Quality Systems Appendix C. Documentation will include signed statement of completion and all data generated during the demonstration of capability.	Documentation of completion of the demonstration of capability will be provided for no less than 95 % of the time.	The TOCOR will review and evaluate the submission of the documentation of the demonstration of capability
Analytical Support		All technical requirements specified in the NELAC - Quality Systems Appendix C.	Technical requirements will be performed compliant with the criteria specified in NELAC.	The TOCOR will review and evaluate contractor compliance for conformance with the specified criteria.

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Analytical Support	Method Detection Limit (MDL)	The contractor will submit documentation of the completion of the Method Detection Limit studies. Documentation will include a summary report for analyte/parameter/instrument results plus all analytical data generated.	Documentation of the Method Detection Limit determination will be provided no less than 95 % of the time.	The TOCOR will review and evaluate the submission of the documentation of the Method Detection Limit determination.
Analytical Support	Laboratory Information Management System (LIMS) contractor peer review and validation of the analyses in the LIMS data system.	All environmental sample data in electronic format - LIMS will be peer reviewed and the analyses validated electronically.	LIMS peer review and validation of the analyses will be completed no less than 98 % of the time.	The TOCOR will evaluate the compliance for peer review and validation of the analyses by checking each project in the LIMS
Analytical Support		Data verified by an independent peer reviewer for accuracy and completeness.	Data verified for accuracy no less than 98 % of the time. Data verified for completeness no less than 98 % of the time.	The TOCOR will evaluate compliance for accuracy and completeness checks for each LIMS project.

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Task 4 – QA/QC Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
1: Develop and/or Review Analytical Methodologies	The contractor shall conduct method development and provide technical support for new procedures and related QA activities.	Method development shall be conducted in strict conformance with specific requirements provided by the EPA to include verification of acceptable performance of the analytical method, analytical instrumentation and the adequacy of the QA/QC	Analytical methods developed will be 98 % compliant with the criteria and specific requirements provided by EPA	The TOCOR will evaluate the method development results for compliance with the technical requirements provided.
1: Develop and/or Review Analytical Methodologies	Method development will be adequately documented.	Documentation and records must be adequate and complete to allow analysts with appropriate technical knowledge to reproduce the results.	The documentation and records will be no less than 98 % complete and in sufficient detail to be able to reconstruct all aspects of the work.	The TOCOR will review and evaluate the documentation and records for compliance with the criterion of reconstructibility.
2: Maintenance and Development of Standard Operating Procedures (SOPs)	Contractor will review and implement SOPs for all laboratory methods, procedures and protocols.	SOPs will contain sufficient technical information and details to allow a Laboratory analyst to complete all tasks covered in the SOP and generate data of known and acceptable quality.	Over 98 % of the time, SOPs will allow a laboratory analyst to reproduce the procedure and generate data of known and acceptable quality.	The TOCOR will periodically select SOPs for review and audit for compliance.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 2	
2. AMENDMENT/MODIFICATION NO. 006		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OSWER-16-00007	
6. ISSUED BY SRRPOD		7. ADMINISTERED BY (If other than Item 6)		5. PROJECT NO. (If applicable)	
CODE		CODE			
SRRPOD US ENVIRONMENTAL PROTECTION AGENCY WILLIAM JEFFERSON CLINTON BUILDING 1200 PENNSYLVANIA AVENUE N W MAIL CODE 3805R WASHINGTON DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.	
TECHLAW INC ATTN JUDY MANLEY 14500 AVION PKY STE 300 (b)(4)				9B. DATED (SEE ITEM 11)	
CHANTILLY VA 201511108		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-022 0002	
CODE 116211863		FACILITY CODE		10B. DATED (SEE ITEM 13) 10/23/2014	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$130,000.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) B.5 Limitation of the Government's Obligation (EPA-B-32-103) Tailored

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 116211863

TOCOR: Ness Tirol Max Expire Date: 10/13/2021

The purpose of this modification is to obligate funds in the amount of \$130,000.00 onto Option Period 1 of this Task Order. The funding for this period has therefore increased from \$116,272.65 to \$246,272.65.

LIST OF CHANGES:

Reason for Modification : Funding Only Action

Obligated Amount for this Modification: \$130,000.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Danny Uhr	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		ELECTRONIC SIGNATURE	11/04/2015
		(Signature of Contracting Officer)	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

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NAME OF OFFEROR OR CONTRACTOR

TECHLAW INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this modification: \$130,000.00 Incremental Funded Amount changed from \$116,272.65 to \$246,272.65</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 16-T-72BS-303DD2-2505-HQ00LA00-1672BS5001-001 DCN-LineID 1672BS5001-001 Amount: \$130,000.00</p> <p>Period of Performance: 10/26/2014 to 10/13/2016</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
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2. AMENDMENT/MODIFICATION NO. 007		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-SRRPOD-16-00036	
5. PROJECT NO. (If applicable)					
6. ISSUED BY SRRPOD		7. ADMINISTERED BY (If other than Item 6)		CODE	
US ENVIRONMENTAL PROTECTION AGENCY WILLIAM JEFFERSON CLINTON BUILDING 1200 PENNSYLVANIA AVENUE N W MAIL CODE 3805R WASHINGTON DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x) 9A. AMENDMENT OF SOLICITATION NO.			
TECHLAW INC ATTN JUDY MANLEY 14500 AVION PKY STE 300 (b)(4) CHANTILLY VA 201511108		9B. DATED (SEE ITEM 11)			
		x 10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-022 0002			
		10B. DATED (SEE ITEM 13) 10/23/2014			
CODE 116211863		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) B.5 Limitation of the Government's Obligation (EPA-B-32-103) Tailored

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 116211863

TOCOR: Ness Tirol Max Expire Date: 10/13/2021

The purpose of this modification is to shift funds in the amount of \$85,248.65 from Option Period 1 (Year 2) onto the Base Period (Year 1). The funding for the Base Period has therefore increased from \$673,838.00 to \$759,086.65.

LIST OF CHANGES:

Reason for Modification : Funding Only Action

Total Amount for this Modification: \$0.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Danny Uhr	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

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NAME OF OFFEROR OR CONTRACTOR

TECHLAW INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 1 Obligated Amount for this modification: \$85,248.65 Incremental Funded Amount changed from \$673,838.00 to \$759,086.65</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-02P-303DC6XW2-2505-0200BM00-1502HE1218-001 DCN-LineID 1502HE1218-001 Amount: \$5,950.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-02P-303DC9XW2-2505-0200BM00-1502HE1218-003 DCN-LineID 1502HE1218-003 Amount: \$33,650.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-72BS-303DD2-2505-HQ00LA00-1572BS5046-001 DCN-LineID 1572BS5046-001 Amount: \$45,648.65</p> <p>CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this modification: -\$85,248.65 Incremental Funded Amount changed from \$246,272.65 to \$161,024.00</p> <p>CHANGES FOR ACCOUNTING CODE: 15-T-02P-303DC6XW2-2505-1502HE1218-001 Amount changed from \$11,950.00 to \$6,000.00</p> <p>CHANGES FOR ACCOUNTING CODE: 15-T-02P-303DC9XW2-2505-1502HE1218-003 Amount changed from \$33,650.00 to \$0.00</p> <p>CHANGES FOR ACCOUNTING CODE: 15-T-72BS-303DD2-2505-1572BS5046-001 Amount changed from \$45,648.65 to \$0.00</p> <p>Total Task Order Value: \$1,445,685.00 (Base Period): \$775,553.00 (Option Period 1): \$670,132.00 Total Task Order Value with all Options: \$4,936,759.00 Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR
TECHLAW INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Total Task Order Funded Amount: \$920,110.65 (Base Period): \$673,086.65 (Option Period 1): \$161,024.00 Allocated Funding: \$86,000.00 (Base Period) Period of Performance: 10/26/2014 to 10/13/2016				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 008		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
6. ISSUED BY SRRPOD US ENVIRONMENTAL PROTECTION AGENCY WILLIAM JEFFERSON CLINTON BUILDING 1200 PENNSYLVANIA AVENUE N W MAIL CODE 3805R WASHINGTON DC 20460		7. ADMINISTERED BY (If other than Item 6) CODE		5. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TECHLAW INC ATTN JUDY MANLEY 14500 AVION PKY STE 300 (b)(4) CHANTILLY VA 201511108		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-022 0002	
				10B. DATED (SEE ITEM 13) 10/23/2014	
CODE 116211863		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$90,000.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) B.5 Limitation of the Government's Obligation (EPA-B-32-103) Tailored

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 116211863

TOCOR: Ness Tirol Max Expire Date: 10/13/2021

The purpose of this modification is to obligate funds in the amount of \$90,000.00 onto Option Period 1 (Year 2) of this Task Order. The funding for OP1 has therefore increased from \$161,024.00 to \$251,024.00.

LIST OF CHANGES:

Reason for Modification : Funding Only Action

Obligated Amount for this Modification: \$90,000.00

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Danny Uhr	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA ELECTRONIC SIGNATURE (Signature of Contracting Officer)	16C. DATE SIGNED 12/23/2015

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

EP-W-14-022/0002/008

PAGE

OF

2

2

NAME OF OFFEROR OR CONTRACTOR

TECHLAW INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this modification: \$90,000.00 Incremental Funded Amount changed from \$161,024.00 to \$251,024.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 16-T-72BS-303DD2-2505-HQ00LA00-1672BS5012-001 DCN-LineID 1672BS5012-001 Amount: \$90,000.00</p> <p>Period of Performance: 10/26/2014 to 10/13/2016</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 009		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
5. PROJECT NO. (If applicable)		6. ISSUED BY SRRPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TECHLAW, INC. Attn: JUDY MANLEY 14500 AVION PKY STE 300 (b)(4) CHANTILLY VA 201511108		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 116211863 FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-022 0002		10B. DATED (SEE ITEM 13) 10/23/2014	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule Net Increase: \$190,000.00

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) B.5 Limitation of the Government's Obligation (EPA-B-32-103) Tailored

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
DUNS Number: 116211863
TOCOR: Ness Tirol Max Expire Date: 10/13/2021

The purpose of this modification is to obligate funds in the amount of \$190,000.00 onto Option Period 1 (Year 2) of this task order. The funding for Option Period 1 has therefore increased from \$251,024.00 to \$441,024.00.

LIST OF CHANGES:
Reason for Modification : Funding Only Action
Obligated Amount for this Modification: \$190,000.00
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Danny Uhr	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED 01/22/2016

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-022/0002/009	PAGE	OF
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NAME OF OFFEROR OR CONTRACTOR
TECHLAW, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this modification: \$190,000.00 Incremental Funded Amount changed from \$251,024.00 to \$441,024.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 16-T-72BS-303DD2-2505-HQ00LA00-1672BS5018-001 DCN-LineID 1672BS5018-001 Amount: \$190,000.00</p> <p>Period of Performance: 10/26/2014 to 10/13/2016 Total Task Order Value: \$1,445,685.00 (Base Period): \$775,553.00 (Option Period 1): \$670,132.00 Total Task Order Value with all Options: \$4,936,759.00 Total Task Order Funded Amount: \$1,200,110.65 (Base Period): \$673,086.65 (Option Period 1): \$341,024.00 Allocated Funding: \$86,000.00 (Base Period)</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
010		See Block 16C		See Schedule			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
SRRPOD							
US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
TECHLAW, INC.							
Attn: JUDY MANLEY							
14500 AVION PKY STE 300							
(b)(4)							
CHANTILLY VA 201511108							
CODE		FACILITY CODE		9A. AMENDMENT OF SOLICITATION NO.			
116211863							
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-W-14-022			
				0002			
				10B. DATED (SEE ITEM 13)			
				10/23/2014			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Increase:		\$229,108.00	
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
X	B.5 Limitation of the Government's Obligation (EPA-B-32-103) Tailored						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 116211863							
TOCOR: Ness Tirol Max Expire Date: 10/13/2021							
The purpose of this modification is to obligate \$229,108.00 to option period 1 (year 2) of this task order.							
LIST OF CHANGES:							
Reason for Modification : Funding Only Action							
Obligated Amount for this Modification: \$229,108.00							
New Total Obligated Amount for this Award: \$1,429,218.65							
Incremental Funded Amount changed: from							
\$1,200,110.65 to \$1,429,218.65							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Danny Uhr			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				ELECTRONIC SIGNATURE		04/08/2016	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-022/0002/010	PAGE	OF
		2	2

NAME OF OFFEROR OR CONTRACTOR
TECHLAW, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this modification: \$229,108.00 Incremental Funded Amount changed from \$441,024.00 to \$670,132.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 16-T-72BS-303DD2-2505-HQ00LA00-1672BS5029-001 Amount: \$229,108.00</p> <p>Delivery Location Code: R2 NJ R2 NJ US Environmental Protection Agency 2890 Woodbridge Ave, Building 209 Edison NJ 08837-3679 USA</p> <p>Period of Performance: 10/26/2014 to 10/13/2016 Total Task Order Value: \$1,445,685.00 (Base Period): \$775,553.00 (Option Period 1): \$670,132.00 Total Task Order Value with all Options: \$4,936,759.00 Total Task Order Funded Amount: \$1,429,218.65 (Base Period): \$673,086.65 (Option Period 1): \$670,132.00 Allocated Funding: \$86,000.00 (Base Period)</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 23	
2. AMENDMENT/MODIFICATION NO. 011		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-SRRPOD-16-00183	
6. ISSUED BY CODE SRRPOD		7. ADMINISTERED BY (If other than Item 6) CODE		5. PROJECT NO. (If applicable)	
SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.	
TECHLAW, INC. Attn: JUDY MANLEY 14500 AVION PKY STE 300 (b)(4) CHANTILLY VA 201511108				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-022 0002	
				10B. DATED (SEE ITEM 13) 10/23/2014	
CODE 116211863		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) B.5 Limitation of the Government's Obligation (EPA-B-32-103) Tailored

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 116211863

TOCOR: Ness Tirol Max Expire Date: 10/13/2021

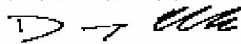
The purpose of this modification is to:

1. Accept the contractor's revised cost estimate and incorporate the revised SOW. The new ceiling for Option Period 1 is \$877,763.00.
2. Shift \$14,156.45 from the Base Period to Option Period 1.
3. Modify the ceiling of the Base Period to match obligated funding of \$744,930.20

LIST OF CHANGES:

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Danny Uhr	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		 (Signature of Contracting Officer)	06/01/2016

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-W-14-022/0002/011	2	23

NAME OF OFFEROR OR CONTRACTOR
TECHLAW, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Reason for Modification : Funding Only Action New Total Amount for this Version: \$1,622,693.20 CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$775,553.00 to \$744,930.20 Obligated Amount for this modification: -\$14,156.45 CHANGES FOR ACCOUNTING CODE: 15-T-72BS-303DD2-2505-HQ00LA00-1572BS5001-001 Amount changed from \$180,000.00 to \$178,441.20 CHANGES FOR ACCOUNTING CODE: 15-T-72BS-303DD2-2505-HQ00LA00-1572BS5015-001 Amount changed from \$382,838.00 to \$382,570.60 CHANGES FOR ACCOUNTING CODE: 15-T-02P-303DD2XW2-2505-1502HE1237-001 Amount changed from \$25,000.00 to \$19,891.75 CHANGES FOR ACCOUNTING CODE: 15-T-02P-303DC6XW2-2505-0200BM00-1502HE1218-001 Amount changed from \$5,950.00 to \$0.00 CHANGES FOR ACCOUNTING CODE: 15-T-02P-303DC9XW2-2505-0200BM00-1502HE1218-003 Amount changed from \$33,650.00 to \$32,378.00 CHANGES FOR LINE ITEM NUMBER: 2 Total Amount changed from \$670,132.00 to \$877,763.00 Obligated Amount for this modification: \$14,156.45 Incremental Funded Amount changed from \$670,132.00 to \$684,288.45 CHANGES FOR ACCOUNTING CODE: 15-T-02P-303DC9XW2-2505-1502HE1218-003 Amount changed from \$0.00 to \$1,272.00 Continued ...				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-022/0002/011	PAGE	OF
		3	23

NAME OF OFFEROR OR CONTRACTOR
TECHLAW, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-72BS-303DD2-2505-HQ00LA00-1572BS5001-001 DCN-LineID 1572BS5001-001 Amount: \$1,558.80</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-72BS-303DD2-2505-HQ00LA00-1572BS5015-001 DCN-LineID 1572BS5015-001 Amount: \$267.40</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-T-02P-303DD2XW2-2505-0200BM00-1502HE1237-001 DCN-LineID 1502HE1237-001 Amount: \$5,108.25</p> <p>CHANGES FOR ACCOUNTING CODE: 15-T-02P-303DC6XW2-2505-1502HE1218-001 Amount changed from \$6,000.00 to \$11,950.00</p> <p>Period of Performance: 10/26/2014 to 10/13/2016 Total Task Order Value: \$1,608,536.75 (Base Period): \$730,773.75 (Option Period 1): \$877,763.00 Total Task Order Funded Amount: \$1,429,218.65 (Base Period): \$644,773.75 (Option Period 1): \$698,444.90 Allocated Funding: \$86,000.00 (Base Period)</p>				

STATEMENT of WORK
October 26, 2014 – October 13, 2021
LABORATORY and ANALYTICAL SUPPORT
(SUPERFUND)
Contract # EP-W-14-022
Task Order # 02
Revision 2

Purpose

The Contractor shall provide analytical and laboratory support to the Region 2 Laboratory in support of the Superfund program. The Region 2 Laboratory is committed to producing environmental data of known quality, adequate for its intended use and to thoroughly document all aspects of the data generation. The documentation shall be verifiable and defensible. All activities performed under this task order (TO) will be in accordance with the USEPA R2 Laboratory Quality Management Plan (LQMP) and all applicable standard operating procedures (SOPs).

Overview

Support under this TO is limited to the activities associated with samples from Superfund sites. As such, the Contractor shall track tasks which are defined as site specific or task specific. The Contractor shall track the status of the tasks, labor hours, and costs.

Dilutions and reanalysis of samples are not counted as separate samples. For cost estimating purposes, the Contractor should assume the following number of samples will be received and/or analyzed during the task order period of performance. The estimates provided per period of performance may change due to Government priorities.

Requested deliverables may change based on Regional SOPs or requirements.

Laboratory Support - OSCAR Operations:

The Contractor shall provide administrative and laboratory support for the operation of Region 2's Official Sample Control and Repository (OSCAR) Station and the Laboratory Information Management System (LIMS).

Analytical Support - Analytical Services:

The Contractor's shall perform qualitative and quantitative analyses of samples for EPA Region 2. Method development and testing, statistical and data management, and Quality Assurance/Quality Control (QA/QC) activities are associated with the analysis of environmental samples and the production of data of known quality and properly documented quality. For projects with a turnaround time (TAT) greater than fourteen (14) days, the Contractor shall be required to submit deliverables one (1) business day before the due date as indicated on the Project Status Report. For all other TATs, the TOCOR will specify the deliverable dates via Technical Direction (TD) Form or e-mail. The TD and/or email will specify the necessary information relating to analytical services and due dates.

Contracting Officer's Representatives

The individuals listed below are authorized representatives of the Contracting Officer (CO) for this task order. These individuals may issue perform Contracting Officer Representative (COR) functions as

STATEMENT of WORK
October 26, 2014 – October 13, 2021
LABORATORY and ANALYTICAL SUPPORT
(SUPERFUND)
Contract # EP-W-14-022
Task Order # 02
Revision 2

described in the contract clauses *Technical Direction* (EPAAR 1552.237-71) and *Authorized Representative of the Contract-Level COR* (EPA-G-42-102).

TASK#	DESCRIPTION	Task Manager (TM)
1	Task Order Management and General Administration	Ness Tirol (TOCOR)
2	Laboratory Support	Ness Tirol
3	Analytical Support - Laboratory Sample Analyses	Ness Tirol
4	QA/QC Support	Ness Tirol
5	Training	Ness Tirol

Option Periods/Award Terms

This task order contains option periods that the Government may exercise via unilateral task order modification by providing written notification to the Contractor of its intent to exercise the option period at least 60 days in advance of the end of the current effective period. Providing this written notice does not commit the Government to exercise the option. If the Government failed to provide written notice within that time, the Government may exercise the option via bilateral task order modification. Task order option periods may only be exercised within the effective period of the contract. If a contract-level option period or award term is not exercised, task order option periods may not be exercised beyond the final date of the contract period of performance.

The period of performance of this task order, inclusive of all option periods is:

Period of Performance	
Base Period	October 26, 2014 – October 13, 2015
Option Period 1	October 14, 2015 – October 13, 2016
Option Period 2	October 14, 2016 – October 13, 2017
Option Period 3	October 14, 2017 – October 13, 2018
Option Period 4	October 14, 2018 – October 13, 2019
Award Term 1	October 14, 2019 – October 13, 2020
Award Term 2	October 14, 2020 – October 13, 2021

TASK 1 - TASK ORDER MANAGEMENT AND GENERAL ADMINISTRATION

No work shall commence on a project until it is determined by the Contractor if there is a conflict of interest (COI). In the instance of actual or potential COI, the Contractor shall notify the Contract-Level COR and CO prior to commencement of any work. The CO will instruct the Contractor whether or not to proceed with the work.

The Contractor's Team management and designees shall meet with the COR, TOCOR(s) and other designated EPA representatives biweekly or as needed, to update EPA on the status of tasks, completion schedules and to address any relevant technical issues pertaining to the TO.

STATEMENT of WORK
October 26, 2014 – October 13, 2021
LABORATORY and ANALYTICAL SUPPORT
(SUPERFUND)
Contract # EP-W-14-022
Task Order # 02
Revision 2

The Contractor shall submit all deliverables under this TO to the TOCOR(s) with a cover letter identifying each document submitted or task completed.

Each assignment and costs shall be tracked separately and the internal administrative and management activities necessary to perform the services required by this TO shall be included in these costs. The Contractor shall break out from their weekly and monthly activity report the description of the work accomplished under this.

The Contractor shall maintain a database containing information as it relates to this program for work performed as described in each task, and analytical costs by parameter (e.g. VOA, Semi-VOA, Metals, cyanide, etc.).

The Contractor shall provide the costs for performing specific types of analyses and sample preparation on a monthly basis in the Monthly Financial Report. This information should include costs for sample handling and management associated with each type of task performed. The sample handling and/or sample management costs shall include costs for sample handling, log-in/storage, tracking, reporting, and disposal.

The Contractor shall review all deliverables following the protocols specified in the SOPs used to generate the deliverable. The reviewer must have sufficient technical competence to be able to understand all aspects of the document to be reviewed and to have not been significantly involved in the generation of the data and the preparation of the deliverable. The reviewer shall assure each deliverable is accurate, technically sound and free from transcription errors. If such a review cannot be performed on any deliverable, the Contractor shall notify the COR and the TOCOR prior to the submission of the deliverable.

The Contractor shall immediately notify the COR and the TOCOR as soon as it is determined that a schedule for the completion of any task or submission of any deliverable may not be met. This notification shall be submitted via e-mail with justification and revised completion dates for the approval of the TOCOR, COR/Alternate COR and/or the Contracting Officer (CO). If a deliverable cannot be submitted by the deliverable completion date, the TOCOR and COR/Alternate COR must be notified at least two (2) business days prior to the completion date.

This Statement of Work is subject to change based on changing priorities and workload fluctuations. The Contractor may be required to make changes to accommodate the Agency's changing needs. The Agency shall revise the SOW as necessary and the Contractor shall have the opportunity to provide a revised cost estimate at that time.

The Contractor shall notify the CO and COR when 85% of funding for this TO has been expended.

Deliverables:

The Contractor shall submit to the COR and the TOCOR weekly reports with narratives of all current contract activities, including administrative and management highlights. Each table and/or report should

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identify activities by TO, Technical Direction (TD) Number, and/or other identifier. The reports shall be submitted electronically on Wednesday for the preceding weekly period.

The weekly reports should include:

- ongoing, suspended, cancelled, work, and completed activities;
- task type, start date, due date, and completion date;
- number of samples, estimated hours expended, estimated cumulative hours and staff name;
- expended hours (if applicable, estimated hours should be noted and reference the affected activity; and
- cumulative totals for each of the above categories.

The monthly report at a minimum should include the aforementioned information and:

- Total hours, dollars, travel and ODC costs;
- funding ceiling and percentages utilized in each category (i.e. hours, dollars, ceilings, etc); and,
- Cumulative totals for each of the above categories (i.e. hours, dollars, etc)

TASK 2 - LABORATORY SUPPORT

TASK 2.1: Laboratory Support - OSCAR Operations

The Contractor shall provide support for operation of the Region's OSCAR Station and the LIMS as per the applicable SOPs (eg, OSCAR, Waste Disposal, etc.) and the Region 2 LQMP.

It is estimated that 8,500 samples will be accepted for base period (Year 1), **10,000** samples for Option Period 2 (Year 2) and 6,500 samples for each subsequent periods of performance (Years 3-7).

The Contractor shall ensure that all personnel performing work under this task area shall be appropriately trained to perform the activities as specified in the SOP.

- The Contractor must have staff available between 7am ET and 6pm ET who can perform sample receipt, as well as sample log-in.
- The Contractor shall receive samples at the OSCAR station and notify the TOCOR or designee of sample receipt.
- The Contractor will open and remove samples from coolers and verify sample receipt against chain-of-custody (COC) and field data sheets.
- If any sample shipment is received with a broken chain of custody seal(s), with broken or leaking vials or bottles, or with missing samples, the Contractor will immediately notify the TOCOR.
- The Contractor will add sample number and project number to each bottle with appropriate label. Sign the COC, adding date and time of receipt in accordance with the OSCAR SOP.
- The Contractor will maintain an OSCAR Project Tracking Log and an OSCAR Sample Tracking Log in either hard copy or electronic format. If an electronic version is used, steps must be taken to secure the electronic file and create a daily backup.

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Support functions will include receipt and logging of samples for analysis, and maintenance of sample related documentation, including chain of custody records. In addition, the Contractor shall enter analytical data into the LIMS, use the LIMS to generate reports, and archive data files.

The Contractor shall provide administrative support for the operation of the LIMS. Support will include but not be limited to “Analysis Codes” maintenance and creation, archiving, calculation codes, generating and creating reports, and general LIMS administration.

The Contractor shall monitor and record oven temperatures, refrigerator temperatures and balance performance on a daily basis or as required by applicable SOPs.

The Contractor shall record, organize, label, copy and file records pertaining to Superfund projects. The Contractor shall also maintain documents and records pertinent to project completion. The Contractor shall dispose of all Region 2 Laboratory (US EPA and ESAT) waste generated during the extraction, preparation, and analysis of environmental samples as well as complete the hazardous waste forms for various wastes. It is estimated that the waste should be disposed of at a minimum of twelve (12) times per year (twenty-four times per year for organic waste).

The Contractor shall also dispose of environmental samples received by the Region 2 Laboratory for analyses.

All environmental waste and samples must be disposed of in accordance with the Region 2 LQMP and applicable SOP.

The Contractor shall maintain the chemical inventory database for the Region 2 Laboratory.

TASK 2.2 - Glassware Washing

The Contractor shall perform the laboratory glassware washing in accordance with rigid, Regional QA/QC requirements specified in the applicable SOPs. The Contractor shall complete all washing, drying and preparation activities and place clean glassware in the designated storage areas within time frames that assure an adequate inventory of clean glassware. Glassware cleaning, washing, and soaking procedure may require the handling and/or use of concentrated and/or diluted acids (e.g., Hydrochloric Acid, Sulfuric Acid) or bases (e.g., Sodium Hydroxide, Hydrogen Peroxide). The use and operation of commercial dishwashers and hot-air ovens are required. The use of baking ovens is required for Organic Analysis glassware only. Perform daily/monthly, or as needed, preventive maintenance of the washer unit. Glassware residue pH check must be performed once daily on a piece of glassware from a completed wash cycle by the Bromothymol blue method.

TASK 2.3 - Chemical Inventory

The Contractor shall provide support in defining chemical inventory process with EPA staff and shall attend meetings (2 ESAT staff members) when called to discuss the chemical inventory process. This support should include but is not limited to identifying and documenting all chemical information to the Chemical Inventory System, coming in and deleting expired standards and chemicals that will provide the information to all sections and departments, investigators and others responsible for preparing hazardous

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materials inventories for compliance with regulations.

Deliverables:

The content, format, and schedule of deliverables are specified in the current OSCAR SOP.

Deliverables include, but are not limited to:

- Sample Receipt form,;
- Final LIMS report; and,
- Sample LIMS status reports (Active Project List).

The Contractor shall clean and dry the sample coolers for return. Only coolers with pre-labeled labels will be returned. The coolers recipient should be charged for shipping fees.

TASK 3 - ANALYTICAL SUPPORT - LABORATORY SAMPLE ANALYSES

Task 3.1 - Analytical Support - Laboratory Sample Analyses

The Contractor shall analyze environmental samples consisting of a wide variety of media for organic and inorganic analytes/parameters including but not limited to volatile and semi-volatile organic compounds, pesticides/PCBs, trace metals, wet chemistry analytes/parameters and other inorganic analytes. New methods and parameters not covered by current standard operating procedures (i.e., Gasoline Range Organics by GC) shall be added as needed. New methods will be identified by TD and will address a wide variety of media for organic, inorganic, biology and wet chemistry analytes/parameters. Sample analyses shall include qualitative and/or quantitative analysis, as well as sample preparation, extraction, digestion, distillation, measurement, data reduction, data review and reporting as applicable.

The contractor shall analyze environmental samples for analytes/parameters (but not limited to) those listed under the section SOPs and Guidance Documents Reference Available to the Contractor.

Samples will be assigned to the contractor for analysis by means of TD. The TD shall specify the site name, account number, expected number of samples, analyses requested, sample matrices, anticipated date of sample receipt and estimated completion date.

All analytical data shall be properly documented and all analytical and technical procedures shall be covered by SOPs or other appropriate form of documentation. The contractor shall perform the assigned sample analyses in accordance with the appropriate SOPs. In the event that unforeseen circumstances require deviation from the technical procedures contained in the SOPs, alternate technical instructions will be provided in writing by means of the TD.

The contractor must maintain and provide to the TOCOR documentation of the completion of initial and continuing demonstrations of capability (DOC), performance test (PT) samples and Method Detection Limits (MDLs) for all analytical work performed in a timely manner as per the Region 2 LQMP. MDL studies shall be performed when there is new instrumentation or a significant change in methodology, as

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per the Region 2 LQMP and appropriate SOP.

Please note that all policies within the Region 2 LQMP must be followed.

Documentation:

The TO activities as defined to be performed using the basic methods and technical procedures described in the following documents. The list may not be all inclusive.

In addition to the SOP mentioned below, the following documents must be adhered to:

Region 2 Laboratory Quality Management Plan

Current NELAC Standards

All General and Supporting SOPs such as but not limited to:

EPA-SOP-G-6	Waste Disposal
EPA-SOP-G-7	Laboratory Information Management
EPA-SOP-G-9	Logbook Establishment and Maintenance
EPA-SOP-G-10	Temperature Monitoring
EPA-SOP-G-11	Water Monitoring
EPA-SOP-G-12	Balance Monitoring
EPA-SOP-G-13	Glassware Washing
EPA-SOP-G-14	Files Management
EPA-SOP-G-17	Thermometer Calibration
EPA-SOP-G-25	Official Sample Control and Repository
EPA-SOP-G-27	Disposition of Data Files
EPA-SOP-G-28	Promium LIMS

Inorganic - Wet Chemistry Analyses SOPs:

EPA-SOP-B-8.2	Sediment Grainsize Analysis (Particle Size) Bucket Method
EPA-SOP-B-8.3	Particle Size Analysis – Hydrometer Method
EPA-SOP-C-18	Alkalinity (Titrimetric Method)
EPA-SOP-C-24	pH/Corrositivity
EPA-SOP-C-28	Cyanide, Total Analysis, (Colorimetric Method)
EPA-SOP-C-33	Total Suspended Solids (TSS), Volatile Suspended Solids (VSS)
EPA-SOP-C-35	Settleable Solids (Imhoff Cone Procedure)
EPA-SOP-C-37	Total Dissolved Solids (TDS) (Gravimetric Method)
EPA-SOP-C-53	Chemical Oxygen Demand (COD)
EPA-SOP-C-68	Total Phosphorous and Orthophosphate (as P) (Colorimetric Method)
EPA-SOP-C-79	Nitrate + Nitrite (as N) (Colorimetric Method)
EPA-SOP-C-80	Ammonia (as N) (Colorimetric Method)
EPA-SOP-C-83	Total Organic Carbon in Aqueous (Combustion/IR Detection Method)
EPA-SOP-C-88	Total Organic Carbon in Sediments (Combustion/IR Detection Method)
EPA-SOP-C-94	Anions by Ion Chromatography
EPA-SOP-C-96	Hexavalent Chromium
EPA-SOP-C-115	Sulfide, Methylene Blue

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EPA-SOP-C-121 Total Solids/Volatile Solids

Inorganic - Trace Metals Analyses SOPs:

EPA-SOP-C-109 Metals (ICP/AES Method)
EPA-SOP-C-110 Mercury (CVAAS Method)
EPA-SOP-C-112 Trace Elements by ICP-MS
EPA-SOP-C-116 Preparation of Aqueous, TCLP Extracts, Soil/Sediment/Sludge, Waste
Oil/Organic Solvents, and Biological Tissue Matrices by Block Digestion

Volatile Organic Analyses SOPs:

EPA-SOP-DW-1 Low Level Volatiles Analysis, (Purge & Trap GC/MS Method)
EPA-SOP-C-89 Analysis of Volatile Organic Compounds in Aqueous, Soil/Sediment and Waste
Oil/Waste Organic Solvents Samples by Purge and Trap GC/MS
EPA-SOP-C-123 Analysis of Volatile Organic Compounds by Automated Closed System purge
and Trap GC/MS (Med Level)
EPA-SOP-C-124 Determination of Dissolved Methane, Ethylene and Ethane in Water by
Headspace GC/FID

Semi-Volatile Organic Analyses SOPs:

EPA-SOP-C-90 Semi-Volatiles Analysis (GC/MS Method)
EPA-SOP-C-131 Analysis of San Trimer in Aqueous Samples by GC/MS

Pesticides and Poly Chlorinated Biphenyls (PCBs) Analyses SOPs:

EPA-SOP-C-66 Cleanup of Sample Extracts by Gel Permeation Chromatography for
PCB/Pesticide Analysis
EPA-SOP-C-91 Pesticides/PCBs (GC-ECD Method)
EPA-SOP-C-103 Cleanup of Sample Extracts Using Concentrated Sulfuric Acid for PCB Analysis
EPA-SOP-C-111 Cleanup of Sample Extracts Using Silica-Gel Column chromatography for PCB
and Pesticides Analysis

For the support activities as defined in this TO, activities are to be accomplished using the basic methods as described in the above mentioned current SOPs.

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Period of Performance	Wet Chemistry	Metals	Pesticides/Aroclors	Semi-Volatile Organic Compounds	Volatile Organic Compounds	Total Number of Analyses
Base Period	3,500	4,500	300	600	2,600	11,500
Option Period 1	3,500	5,500	500	400	1,900	11,800
Option Period 2	3,500	2,700	300	600	2,600	9,700
Option Period 3	3,500	2,700	300	600	2,600	9,700
Option Period 4	3,500	2,700	300	600	2,600	9,700
Award Term 1	3,500	2,700	300	600	2,600	9,700
Award Term 2	3,500	2,700	300	600	2,600	9,700

Deliverables:

On a weekly basis the contractor shall submit to the TOCOR and COR a project status report. The report should include the work completed with the completion date and the work pending.

Each sample analysis project, identified by TD number or other identifier, site name and LIMS Project Number, submitted to the TOCOR shall contain the completed data package for analytical results. The content and format are specified in the SOPs listed above.

Data package deliverables as referenced in the LQMP and SOPs include but may not be limited to:

- Cover letter
- Copy of the TDF or other identifier
- Copy of the Chain-of-Custody documents
- Analytical Checklists/Standards Prep/Run Logs as applicable LIMS Report, and
- All analytical raw data (e.g. instrument printouts, chromatography, bench sheets, etc.), and Cross Reference Sheet, if needed.

Laboratory Information Management Systems (LIMS) Deliverables:

Data entered into the LIMS must be verified by a second, independent reviewer. After the data have been verified as entered correctly, the reviewer validates the analyses in the LIMS. The deliverable will be considered submitted when the peer review and validation of the analyses are completed in LIMS.

Laboratory Automation:

The Contractor shall provide support in the automation of data reduction and sample analysis for the ESAT Laboratories. This support should include developing spreadsheets, databases, and limited programming in an effort to increase sample production and minimize transcription errors.

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TASK 3.2 - Acceptance Criteria for Analytical Support

The environmental data generated and reported shall be of known quality, adequate for its intended use and thoroughly documented. All deliverables shall be submitted to the TOCOR within the time frame specified below. All assigned tasks shall be completed within the allocated level of effort as specified in the Government Quality Assurance Surveillance Plan (QASP.) All required QA demonstrations and determinations shall be documented by the contractor and submitted to the TOCOR within the time frames specified below.

The quality of the data shall be determined by the compliance with all QA/QC criteria specified in the technical documentation and guidance used by the contractor. Documentation that the samples were analyzed correctly must exist. Examples are:

- Sample response of instruments within calibration range;
- Data to show appropriate method used - sample matrix spike recovery data, method detection limits, etc.;
- Identification of standards used during analysis;
- Quality control data for each batch of analyses; and,
- Documentation of contractor peer review of results.

Adequacy of the data for its intended use shall be evaluated based upon conformance with criteria specified in the SOPs or TDs. Examples are:

- Data reported conforms to the SOP/Method reporting limits;
- Special instructions in TD are carried out appropriately; and,
- Special reporting limits specified on in TD are attained.

The Contractor shall document all work performed in accordance with the protocols specified in the current Region 2 LQMP, SOPs, and National Environmental Laboratory Accreditation Conference (NELAC) Standards (or current accreditation standards). All documentation must be adequate with respect to completeness and reproducibility.

Analytical deliverables (e.g. complete data package) shall be submitted to the TOCOR one (1) business day prior to the due date listed on the Project Status Report. The contractor DOC, MDL and PTS for all analytical work performed shall be performed according to the current LQMP and NELAC standards

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TASK 4 - QA/QC SUPPORT

TASK 4.1 - NELAC Accreditation

The Region 2 Laboratory is NELAC accredited. The Contractor shall implement a comprehensive QA/QC program that adheres to the most current NELAC standards.

The contractor must maintain NELAC accreditation for all laboratory methods and procedures used. Initially, the NELAC standards are applied to the most commonly used laboratory methods, procedures and documentation to achieve NELAC accreditation. Eventually, all analytical methods, procedures and documents used by the ESAT contractor must be NELAC accredited and/or compliant.

If the accreditation standards change, the Contractor must implement the applicable standards as per the R2 LQMP.

TASK 4.2 - Develop and/or Review Analytical Methodologies

The Contractor shall provide technical support in the development and/or review of analytical methodologies and protocols including technical specifications for new or non-CLP methods and related QA activities. This shall require the contractor to perform research on specific topics, including literature search in pertinent journals and publications, obtaining information from the scientific community, performing the method development, validating the results, preparing an SOP and generating data of known quality, adequate for its intended use and thoroughly documented.

The objective of this task will be to verify the acceptable performance of the analytical method, analytical instrumentation and the adequacy of the QA/QC procedures developed. The technical criteria to be used in performing this evaluation, as well as any applicable SOPs or related literature, will be specified in a TD form or e-mail.

Deliverables:

The Contractor must submit to the TOCOR, a written report documenting the results of the analytical method developed or evaluated under this task and originals of all necessary documentation to maintain laboratory accreditation. The deliverables will be specified in a TD form, email, or in an existing SOP with similar technical requirements or protocols. This will include but not be limited to: PT, MDL and DOC results; SOPs, and related documents; laboratory audit results, using the latest version of the NELAC check list; corrective action plans and forms.

Acceptance Criteria:

The environmental data generated under the developed analytical methodology shall be of known quality, adequate for its intended use and thoroughly documented.

The quality of the data shall be determined by the compliance with all QA/QC criteria specified in the technical documentation and guidance used by the contractor. Examples are:

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- Sample response of instruments within calibration range;
- Acceptable matrix spike recovery data;
- Method detection limit determination; and,
- Acceptable quality control data for each batch was acceptable.

Adequacy of the data generated by the developed analytical method shall be evaluated based upon technical criteria specified in TD. Examples are:

- Data generated will attain the required quantitation limit, and
- Qualitative identification is technically sound.

The Contractor shall document all work performed in accordance with the protocols specified in the TD or guidance documents used during the method development. All documentation must be adequate with respect to completeness and reproducibility.

TASK 4.3 - Maintenance and Development of Standard Operating Procedures (SOPs)

SOPs are the primary format for documenting the analytical methodologies and technical procedures and protocols used in the Laboratory.

As per the Region 2 Laboratory Quality Management Plan, the Contractor shall review and revise, as necessary, all SOPs used for performance of work specified in the contract Statement of Work. Additionally, the contractor shall develop SOPs for new analytical methodologies and procedures.

The Contractor shall keep current with the CLP SOW analytical methodologies. The Contractor shall perform a review of the relevant CLP SOW analytical methods when a new CLP SOW or revision is released.

Deliverables:

The Contractor shall document and submit a report to the TOCOR that describes any significant changes in the CLP SOWs relevant to ESAT's Laboratory methods/procedures.

New SOPs developed by the Contractor shall be delivered to the TOCOR for review, comment and/or approval.

Acceptance Criteria:

Documents prepared must provide sufficient technical information and detail to communicate to a Laboratory analyst the steps necessary to successfully complete all task covered in the SOP and generate data of documented known and acceptable quality.

TASK 3.4 - Maintenance of DOC QA and QA Activities Databases

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The Contractor shall maintain a Demonstration of Capability (DOC) database and a QA Activities database.

The DOC database shall include, but is not limited to the matrix of the analysis, parameter tested, date on which the DOC was performed, name of Contractor analyst who performed the DOC, and the parameter reporting limit. All DOCs shall be performed using the appropriate EPA SOPs and the Region 2 LQMP.

The QA Activities database shall include, but is not limited to all Laboratory audits performed by the Contractor, Corrective Actions, Limits of Quantitation (LOQ), PTs performed, and the dates these activities were performed.

Deliverables:

The Contractor shall electronically submit DOC and QA Activities reports to the TOCOR no later than the first Monday of each month.

TASK 5 - TRAINING

Performance under this task order may require unique training that is allowable as a direct cost to the task order. The Contractor shall submit requests for such training in accordance with the contract clause *Approval of Training* (EPA- H-31-105). Approval of task order proposals that include training as a material cost shall not be construed to mean the training is approved. Separate approval for Contractor training shall be obtained from the Contract-Level COR

In addition, the Contractor may be required to attend training on-site or via internet under this task order. The type of training and number of staff required to attend the training will be specified via TD. Training includes, but is not limited to topics such as QA training, laboratory ethics, and laboratory health and safety.

Type of Training	# of Trainings	Duration (ea)
On-line	6	1 hr
On-site -Edison, NJ	3	4 hr

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Government Quality Assurance Surveillance Plan (QASP)

Task 1 – Task Order Management	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
Task Order Management	Contractor shall prepare and submit weekly reports	Reports shall contain status of all tasks, estimated labor hours for all tasks and estimated costs for cost reimbursable portion	Reports should be 100% complete	COR/TOCOR will evaluate the report for completeness
Task Order Management	Contractor will notify the TOCOR/COR whenever completion of a task or submission of deliverable will not meet the schedule	Contractor will notify the TOCOR/COR in writing or e-mail of failure to meet a scheduled due date. All missed dates will be reported in the Monthly Performance Evaluation Reports	Notification received by the TOCOR/COR at least two (2) business days before the deliverable due date	TOCOR/COR will track the status of tasks in progress or deliverables and evaluate the timeliness of the notification and report all missed dates.

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Government Quality Assurance Surveillance Plan (QASP)

Task 2 – Laboratory Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level	Method of Surveillance
Laboratory Support	Samples shall be received as stated in the TD and in accordance to SOW	Verify sample against chain of custody and field data sheet	During the performance period 100% of the samples should be verified	The TOCOR will review weekly and/or monthly reports or logbooks
Laboratory Support	Samples checked for accuracy, temperature, preservation etc. according to the current OSCAR SOP	Samples containers are opened and samples removed in accordance with the SOP	100% of the sample shipments have been properly verified.	The TOCOR will conduct periodic checks of Contractor's performance.
Laboratory Support	Verify receipt of samples and release of samples according to the current OSCAR SOP	Timeliness - within 3 hours of receipt (excluding short holding time-SHT parameters), relinquish custody of samples to OSCAR sample coordinator or designee	100% of samples should be released to minimize holding time violations.	Review OSCAR logbooks and/or monthly or weekly reports
Laboratory Support	Generate electronic data for data package in accordance with current OSCAR SOP	Data package is complete and TOCOR notified	Electronic data should be 100% accurate and complete	Review data package from the Contractor to confirm the required file exist and final reports are accurate and complete

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Task 3 – Analytical Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
Analytical Support	Contractor shall perform environmental sample analyses designed to meet the mission of the EPA Region 2. Sample analysis includes sample preparation, sample analysis, reporting results and documentation of all analytical activities.	Data of known quality will be generated by compliance with all QA/QC criteria specified in technical documentation, e.g. SOPs, and guidance used by the contractor. Documentation that samples were analyzed correctly (as per the SOP or method used) must exist.	Analyses will be performed compliant with the sample analysis procedures and protocols specified in the technical documentation. Documentation that samples were analyzed appropriately as per the appropriate SOPs and R2 LQMP will be no less than 100% complete.	The TOCOR will evaluate the raw data/data results and reports for evidence the analyses were performed in strict conformance with the stated requirements and met the QA/QC criteria as required by the appropriate SOPs and R2 LQMP.
Analytical Support	Documentation of all work performed	All analytical work will be documented in accordance with the protocols specified in the SOPs and guidance documents. Records must be adequate with respect to completeness and re-constructability.	Documentation will be complete and in sufficient detail to be able to reconstruct all aspects of the work.	The TOCOR will evaluate the documentation for compliance with the record keeping requirements in SOPs and guidance documents.
Analytical Support	Submission of deliverables	Timeliness: analytical deliverables will be submitted within 3 business days (or less, if stated in TD) prior to the due date listed on the Project Status Report.	Analytical deliverables are submitted three (3) business days before the due date indicated on the Project Status Report.	The TOCOR will review and evaluate deliverables for conformance with delivery criteria

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Analytical Support	Determination of labor cost/analyses as per the contract SOW, preparation of a report/form for each batch of analyses completed during the reporting period. Compliance with the computed labor cost/analyses per batch of analyses.	Contractor will prepare and submit monthly a report containing the labor cost analyses as per contract SOW and labor cost/analyses per batch of samples during the reporting period.	The reports shall be submitted within ten (10) calendar days of the close of the reporting month.	TOCOR will review and evaluate reports for conformance with the delivery criteria.
Analytical Support		Contractor will perform the work in compliance with the computed labor cost/analyses per batch specified in the TD based on the environmental samples to be analyzed.	The contractor will perform the assigned tasks within the computed labor cost/ analyses per batch no less than 95 % of the time. A batch shall be defined as 20 environmental samples	The TOCOR will review and evaluate contractor compliance for conformance with the specified labor cost/analyses per batch.
Analytical Support	Contractor maintains and provides documentation of completion of demonstration of capability for all analytical work performed.	Contractor will prepare and submit documentation of completion of demonstration of capability according to NELAC -Quality Systems Appendix C. Documentation will include signed statement of completion and all data generated during the demonstration of capability.	Documentation of completion of the demonstration of capability will be provided for no less than 95 % of the time.	The TOCOR will review and evaluate the submission of the documentation of the demonstration of capability
Analytical Support		All technical requirements specified in the NELAC - Quality Systems Appendix C.	Technical requirements will be performed compliant with the criteria specified in NELAC.	The TOCOR will review and evaluate contractor compliance for conformance with the specified criteria.

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Analytical Support	Method Detection Limit (MDL)	The contractor will submit documentation of the completion of the Method Detection Limit studies. Documentation will include a summary report for analyte/parameter/instrument results plus all analytical data generated.	Documentation of the Method Detection Limit determination will be provided no less than 95 % of the time.	The TOCOR will review and evaluate the submission of the documentation of the Method Detection Limit determination.
Analytical Support	Laboratory Information Management System (LIMS) contractor peer review and validation of the analyses in the LIMS data system.	All environmental sample data in electronic format - LIMS will be peer reviewed and the analyses validated electronically.	LIMS peer review and validation of the analyses will be completed no less than 98 % of the time.	The TOCOR will evaluate the compliance for peer review and validation of the analyses by checking each project in the LIMS
Analytical Support		Data verified by an independent peer reviewer for accuracy and completeness.	Data verified for accuracy no less than 98 % of the time. Data verified for completeness no less than 98 % of the time.	The TOCOR will evaluate compliance for accuracy and completeness checks for each LIMS project.

STATEMENT of WORK
October 26, 2014 – October 13, 2021
LABORATORY and ANALYTICAL SUPPORT
(SUPERFUND)
Contract # EP-W-14-022
Task Order # 02
Revision 2

Task 4 – QA/QC Support	Performance Requirement	Performance Standard(s)	Acceptable Quality Level (AQL)	Method of Surveillance
1: Develop and/or Review Analytical Methodologies	The contractor shall conduct method development and provide technical support for new procedures and related QA activities.	Method development shall be conducted in strict conformance with specific requirements provided by the EPA to include verification of acceptable performance of the analytical method, analytical instrumentation and the adequacy of the QA/QC	Analytical methods developed will be 98 % compliant with the criteria and specific requirements provided by EPA	The TOCOR will evaluate the method development results for compliance with the technical requirements provided.
1: Develop and/or Review Analytical Methodologies	Method development will be adequately documented.	Documentation and records must be adequate and complete to allow analysts with appropriate technical knowledge to reproduce the results.	The documentation and records will be no less than 98 % complete and in sufficient detail to be able to reconstruct all aspects of the work.	The TOCOR will review and evaluate the documentation and records for compliance with the criterion of reconstructibility.
2: Maintenance and Development of Standard Operating Procedures (SOPs)	Contractor will review and implement SOPs for all laboratory methods, procedures and protocols.	SOPs will contain sufficient technical information and details to allow a Laboratory analyst to complete all tasks covered in the SOP and generate data of known and acceptable quality.	Over 98 % of the time, SOPs will allow a laboratory analyst to reproduce the procedure and generate data of known and acceptable quality.	The TOCOR will periodically select SOPs for review and audit for compliance.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 012		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. See Schedule	
6. ISSUED BY SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) SRRPOD		5. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TECHLAW, INC. Attn: JUDY MANLEY 14500 AVION PKY STE 300 (b)(4) CHANTILLY VA 201511108		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-022 0002	
				10B. DATED (SEE ITEM 13) 10/23/2014	
CODE 116211863		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule
Net Increase: \$133,172.80

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) B.5 - LIMITATION OF GOVERNMENT'S OBLIGATION (EPA-B-32-103) TAILORED

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 116211863

TOCOR: Ness Tirol Max Expire Date: 10/13/2021

The purpose of this modification is to obligate funds in the amount of \$133,172.80 onto Task Order Option Period 1. The funding for this period has therefore increased from \$684,288.45 to \$817,461.25.

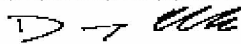
LIST OF CHANGES:

Reason for Modification : Funding Obligation

Obligated Amount for this Modification: \$133,172.80

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Danny Uhr	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 06/22/2016

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-W-14-022/0002/012	2	2

NAME OF OFFEROR OR CONTRACTOR
TECHLAW, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Obligated Amount for this Award: \$1,562,391.45</p> <p>CHANGES FOR LINE ITEM NUMBER: 2 Obligated Amount for this modification: \$133,172.80 Incremental Funded Amount changed from \$684,288.45 to \$817,461.25</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 15-TD-72BS-303DD2-2505-1672BS5039-001 DCN-LineID 1672BS5039-001 Amount: \$39,722.55</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 16-T-72BS-303DD2-2505-1672BS5039-002 DCN-LineID 1672BS5039-002 Amount: \$9,888.25</p> <p>CHANGES FOR ACCOUNTING CODE: 16-T-72BS-303DD2-2505-HQ00LA00-1672BS5029-001 Amount increased from \$229,108.00, by \$83,562.00, to \$312,670.00</p> <p>Period of Performance: 10/26/2014 to 10/13/2016 Total Task Order Ceiling Value: \$1,622,693.20 (Base Period): \$744,930.20 (Option Period 1): \$877,763.00 Total Task Order Funded Amount: \$1,562,391.45 (Base Period): \$658,930.20 (Option Period 1): \$817,461.25 Allocated Funding: \$86,000.00 (Base Period)</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 2	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
013		See Block 16C		PR-R2-16-00314			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
SRRPOD							
US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
TECHLAW, INC.							
Attn: JUDY MANLEY							
14500 AVION PKY STE 300							
(b)(4)							
CHANTILLY VA 201511108							
CODE		FACILITY CODE		9A. AMENDMENT OF SOLICITATION NO.			
116211863							
				9B. DATED (SEE ITEM 11)			
				x 10A. MODIFICATION OF CONTRACT/ORDER NO.			
				EP-W-14-022			
				0002			
				10B. DATED (SEE ITEM 13)			
				10/23/2014			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Increase:		\$60,301.75	
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) B.5 - LIMITATION OF GOVERNMENT'S OBLIGATION (EPA-B-32-103) TAILORED						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 116211863							
TOCOR: Ness Tirol Max Expire Date: 10/13/2021							
The purpose of this modification is to obligation \$60,301.75 to option period 1 (year 2) of this task order.							
LIST OF CHANGES:							
Reason for Modification : Funding Only Action							
Obligated Amount for this Modification: \$60,301.75							
New Total Obligated Amount for this Award: \$1,622,693.20							
Incremental Funded Amount changed: from							
\$1,562,391.45 to \$1,622,693.20							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Danny Uhr			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				 (Electronic Signature)		08/19/2016	
				(Signature of Contracting Officer)			

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-14-022/0002/013	PAGE	OF
		2	2

NAME OF OFFEROR OR CONTRACTOR
TECHLAW, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>CHANGES FOR LINE ITEM NUMBER: 2</p> <p>Obligated Amount for this modification: \$60,301.75</p> <p>Incremental Funded Amount changed from \$817,461.25 to \$877,763.00</p> <p>NEW ACCOUNTING CODE ADDED:</p> <p>Account code:</p> <p>16-T-02P-303DD2XW2-2505-1602HE1157-001</p> <p>Amount: \$60,301.75</p> <p>Delivery Location Code: R2 NJ</p> <p>R2 NJ</p> <p>US Environmental Protection Agency</p> <p>2890 Woodbridge Ave, Building 209</p> <p>Edison NJ 08837-3679 USA</p> <p>Period of Performance: 10/26/2014 to 10/13/2016</p> <p>Total Task Order Ceiling Value: \$1,622,693.20</p> <p>(Base Period): \$744,930.20</p> <p>(Option Period 1): \$877,763.00</p> <p>Total Task Order Funded Amount: \$1,622,693.20</p> <p>(Base Period): \$658,930.20</p> <p>(Option Period 1): \$877,762.95</p> <p>Allocated Funding: \$86,000.00 (Base Period)</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 2	
2. AMENDMENT/MODIFICATION NO. 014		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-OLEM-17-00007	
6. ISSUED BY SRRPOD		7. ADMINISTERED BY (If other than Item 6)		5. PROJECT NO. (If applicable)	
US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO.	
TECHLAW, INC. Attn: JUDY MANLEY 14500 AVION PKY STE 300 (b)(4) CHANTILLY VA 201511108				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-14-022 0002	
				10B. DATED (SEE ITEM 13) 10/23/2014	
CODE 116211863		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$50,000.00
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) B.8 Task Order Ordering Procedures; B.5 Limitation of the Government's Obligation (EPA-B-32-103) Tailored

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

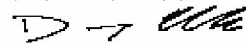
DUNS Number: 116211863

TOCOR: Ness Tirol Max Expire Date: 10/13/2021

The purpose of this modification is to exercise Task Order Option Period 2 (Contract Year 3) of this task order. The total ceiling value for Option Period 2 is \$687,849.00. The new TO PoP end date is October 13, 2017. Funding has been obligated for this PoP in the amount of \$50,000.00.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Danny Uhr	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 10/18/2016

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-14-022/0002/014PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
TECHLAW, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>LIST OF CHANGES:</p> <p>Reason for Modification : Exercise an Option Period Of Performance End Date changed from 13-OCT-16 to 13-OCT-17 Obligated Amount for this Modification: \$50,000.00</p> <p>CHANGES FOR LINE ITEM NUMBER: 3 Obligated Amount for this modification: \$50,000.00 Incremental Funded Amount changed from \$0.00 to \$50,000.00 Exercised option</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 17-T-72BS-303DD2-2505-HQ00LA00-1772BS5002-001 DCN-LineID 1772BS5002-001 Amount: \$50,000.00</p> <p>Period of Performance: 10/26/2014 to 10/13/2017 Total Task Order Ceiling Value: \$2,310,542.20 (Base Period): \$744,930.20 (Option Period 1): \$877,763.00 (Option Period 2): \$687,849.00 Total Task Order Funded Amount: \$1,672,693.20 (Base Period): \$658,930.20 (Option Period 1): \$877,763.00 (Option Period 2): \$ 50,000.00 Allocated Funding: \$86,000.00 (Base Period)</p>				